



City of Cockburn
Ordinary Council Meeting
Agenda Paper

For Thursday, 14 March 2019



City of Cockburn
PO Box 1215, Bibra Lake
Western Australia 6965

Cnr Rockingham Road and
Coleville Crescent, Spearwood

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NOTICE OF MEETING

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 14 March 2019. The meeting is to be conducted at 7:00 PM in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

The Agenda will be made available on the City's website on the Friday prior to the Council Meeting.

A handwritten signature in black ink, appearing to read 'Stephen Cain', is positioned above the printed name.

Stephen Cain
CHIEF EXECUTIVE OFFICER

CITY OF COCKBURN

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CITY OF COCKBURN

AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 14 MARCH 2019 AT 7:00 PM

- 1. DECLARATION OF MEETING**
- 2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)**
- 3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER)**

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

- 4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN
DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT
OF INTEREST (BY PRESIDING MEMBER)**

- 5. APOLOGIES & LEAVE OF ABSENCE**

- 6. WRITTEN REQUESTS FOR LEAVE OF ABSENCE**

Nil

- 7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON
NOTICE**

Nil

- 8. PUBLIC QUESTION TIME**

9. CONFIRMATION OF MINUTES

9.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 14/2/2019

RECOMMENDATION

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 14 February 2019 as a true and accurate record.

10. DEPUTATIONS

11. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

12. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

13. COUNCIL MATTERS

13.1 MOTION - ANNUAL GENERAL MEETING OF ELECTORS 5 FEBRUARY 2019 - AUSTRALIA DAY CELEBRATIONS

Author(s) D Green
Attachments N/A

RECOMMENDATION

That Council refers the matter to the Community Events Committee for consideration at its May 2019 Meeting.

Background

At the Annual General Meeting (AGM) of Electors conducted on 5 February 2019, the following motion was adopted by the Meeting;

“That the City of Cockburn maintains celebrating Australia Day on January 26” **CARRIED 6/0**

The rationale provided by the mover of the motion in support of the motion was;

“...I believe that the Federal Government may, before or after the forthcoming Federal Election, move such a thing to see that January 26 is maintained as Australia Day and Australia Day is always celebrated on January 26”

Submission

N/A

Report

It is a requirement of the Local Government Act 1995 that all Motions passed at an Electors Meeting are presented to a meeting of Council for consideration.

Australia Day is one of only two uniquely recognised days of national celebration in the Australian calendar, the other being ANZAC Day. Accordingly, these dates represent great historical significance, which explains why much of the population places such high regard on their significance and remain committed to them being retained as they are.

The main festivities for communities to celebrate Australia Day are becoming more aligned with 26 January and it is particularly popular for the conduct of Citizenship ceremonies, which is a core function of local governments across the nation, although some have controversially chosen not to participate in them on 26 January. The Commonwealth

Government (Department of Immigration) has carriage of the protocols related to conducting these ceremonies and is able to direct local government to officiate this function on Australia Day, a position which appears to have firm bipartisan political support.

Accordingly, it is unlikely that the Commonwealth Government will consider a change to the date of recognising Australia Day as a national celebration. Notwithstanding, it is open for individual local governments to consider other dates to conduct community events and functions in accordance with the broad wishes of its constituents, with the exception of Citizenship Ceremonies, or choose not to undertake local festivities at all on 26 January, as occurs in Fremantle.

The City of Cockburn has a Community Events Committee that has responsibility for the review of the annual community events programme funded by the Council and to recommend a calendar of events for the following year. The next meeting of the Committee is scheduled for May 2019 and will include the matter of hosting the annual Australia Day event, which has been integrated with the Coogee Beach Festival in recent years. Formal Civic events, such as Citizenship Ceremonies and Australia Day Citizen of the Year Awards, are not part of the Committee's brief and are excluded from consideration as part of the recommended Community Calendar of Events, funded in accordance with Council Policy.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Section 5.33 of the Local Government Act 1995

The declaration and promulgating of nationwide public holidays is the jurisdiction of the Commonwealth Government.

Community Consultation

N/A

Risk Management Implications

There is a “High” level of Brand / Reputation risk associated with this item.

Advice to Proponent(s)/Submitters

The Proponent has been advised that this matter is to be considered at the 14 March 2019 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

**13.2 MOTION - ANNUAL GENERAL MEETING OF ELECTORS 5
FEBRUARY 2019 - CITY'S ADMINISTRATION BUILDING****Author(s)** S Downing**Attachments** N/A**RECOMMENDATION**

That Council note the report.

Background

At the 2017-2018 Annual General Meeting of Electors held on Tuesday 5 February 2019 the following motion was put to the AGM:

That the City of Cockburn ensure that the City of Cockburn Administration remains at its current location of 9 Coleville Crescent Spearwood Western Australia.

CARRIED 2/1**Submission**

N/A

Report

The City of Cockburn has grown substantially over the last twenty years as the suburbs along both sides of the Kwinana Freeway have been built and occupied including Atwell, Aubin Grove, Treeby, Success, Hammond Park and Beeliar. This has moved the geographic centre east from its current location of Spearwood.

The City of Cockburn's plan over the next five years is to relocate the Council and the administration of the City of Cockburn to Cockburn Central subject to Council approval including approving the business case, design and funding for such a possible relocation.

To this end Council has approved for the land at Lot 7 Linkage Avenue, Cockburn Central to be swapped for Lot 104 Legacy Way, Cockburn Central through the State Government's land development arm, Landcorp. This would form the location of the land on which a new civic centre would be constructed.

This is not the first time the City of Cockburn's Administration/Civic Centre has been relocated. To date, the City of Cockburn has had three Administration / Civic Centres since its creation as a Shire in 1961:

1. Corner of Forrest Road and Rockingham Road, Hamilton Hill
2. Steele Brothers Building (Newmarket Precinct) Cockburn Road, Hamilton Hill
3. 9 Coleville Crescent, Spearwood

Each time the Administration / Civic Centre has been relocated because the City has grown. The possible relocation to Cockburn Central is the same but this time the population is now spread over the entire municipality not just in its western suburbs of Hamilton Hill, Coogee and Spearwood.

The site at 9 Coleville Crescent, Spearwood will then be subject to a strategic planning review to investigate what can be done with the land. The City's Long Term Financial Plan and Community Sport, Recreation and Community Facilities Plan notes that the current site will see the construction of a Learning for Life Centre, which will incorporate a new and much larger Seniors Centre, Spearwood Library, Youth and Family services. The current facilities are fast approaching the end of their economic life. Both the Seniors Centre and the Spearwood Library are very popular community assets and it is envisaged, subject to Council approval, to be retained on the current 9 Coleville Crescent site. The Cockburn Bowling Club has now been relocated to Visko Park, Yangebup. The relocation has seen its membership increase from 200 to 2,000. The use of that land is now subject to the same strategic planning review.

The Council has a long term commitment to the 9 Coleville Crescent site being retained but now awaits the outcomes of the strategic planning review.

Both the 9 Coleville Crescent, Spearwood and Lot 104 Legacy Way Cockburn Central sites are owned by the City of Cockburn as freehold land with no encumbrances.

Strategic Plans/Policy Implications

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

At this stage, there are no risk management issues associated with this report as a response to the motion passed at the AGM of Electors. Should the business case come to fruition, a risk management analysis would be carried out and included in the report to Council.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

N/A

13.3 MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING - 28 FEBRUARY 2019**Author(s)** B Pinto**Attachments** 1. Minutes of the Delegated Authorities, Policies & Position Statements Committee Meeting - 28 February 2019 [↓](#)**RECOMMENDATION**

That Council receive the Minutes of the Delegated Authorities Policies & Position Statements Committee Meeting held on 28 February 2019 and adopt the recommendations contained therein.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

The Delegated Authorities, Policies & Position Statements Committee conducted a meeting on 28 February 2019. The Minutes of the meeting are required to be presented.

Submission

N/A

Report

The Committee recommendations are now presented for consideration by Council and if accepted, are endorsed as the decisions of Council. Any Elected Member may withdraw any item from the Committee meeting for discussion and propose an alternative recommendation for Council's consideration. Any such items will be dealt with separately, as provided for in Council's Standing Orders.

The focus of this meeting was to consider the next phase of the Policies Review Project, namely the Priority 2 Policies. In addition to this, one Local Planning Policy and one Planning Delegated Authority was reviewed and amended, together with a report on the Committee Meeting Structure, which was as a result of a Matter for Investigation, Without Debate.

This now represents a completion rate of approximately 70% of documents required to fulfil the Project.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

As contained in the Minutes.

Legal Implications

As contained in the Minutes.

Community Consultation

As contained in the Minutes.

Risk Management Implications

Failure to adopt the Minutes may result in inconsistent processes and lead to non-conformity with the principles of good governance.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



City of Cockburn
Delegated Authorities, Policies & Position
Statements Committee
Minutes

For Thursday, 28 February 2019

These Minutes are subject to confirmation

Presiding Member's signature

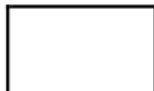
Date: 23 May 2019

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CITY OF COCKBURN

SUMMARY OF MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING HELD ON THURSDAY, 28 FEBRUARY 2019 AT 6:00 PM

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CITY OF COCKBURN**MINUTES OF DELEGATED AUTHORITIES, POLICIES &
POSITION STATEMENTS COMMITTEE
HELD ON THURSDAY, 28 FEBRUARY 2019 AT 6:00 PM****PRESENT:****ELECTED MEMBERS**

Ms C Sands	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Mr M Separovich	-	Councillor

IN ATTENDANCE

Mr D Green	-	Acting Chief Executive Officer
Mr S Downing	-	Director Finance & Corporate Services
Mr D Arndt	-	Director Planning & Development
Mrs G Bowman	-	Executive Manager, Strategy & Civic Support
Mr L Davieson	-	Waste Manager
Mr J Ngoroyemoto	-	Governance & Risk Advisor
Mrs B Pinto	-	Governance & Risk Officer

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.00 pm.

2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)

Nil

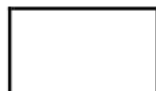
**3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN
DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT
OF INTEREST (BY PRESIDING MEMBER)**

Nil

4. APOLOGIES & LEAVE OF ABSENCE

Deputy Mayor Lee-Anne Smith - Apology

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Councillor Carol Reeve-Fowkes - Apology
Chief Executive Officer Stephen Cain - Apology

5. CONFIRMATION OF MINUTES

5.1 (2019/MINUTE NO 0001) MINUTES OF THE DELEGATED AUTHORITIES, POLICIES & POSITION STATEMENTS COMMITTEE MEETING - 22/11/2018

RECOMMENDATION

That Committee confirms the Minutes of the Delegated Authorities, Policies & Position Statements Committee Meeting held on Thursday, 22 November 2018 as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Cr M Separovich SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 3/0

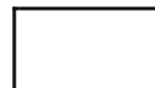
6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

7. DECLARATION BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING

Nil

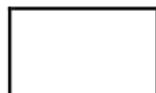
AT THIS POINT IN THE MEETING, THE TIME BEING 6.04 PM THE FOLLOWING ITEMS WERE CARRIED BY 'EN BLOC' RESOLUTION OF COMMITTEE



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8.1	9.1	10.1	11.1	12.1	
8.2	9.2			12.2	
8.3				12.3	
8.4				12.4	
8.5				12.5	
				12.6	
				12.7	
				12.8	



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8. COUNCIL MATTERS**8.1 (2019/MINUTE NO 0002) POLICY REVIEW PROJECT -
PRIORITY 2 MINOR AMENDMENTS TO POLICIES**

Author(s)	J Ngoroyemoto
Attachments	<ol style="list-style-type: none"> 1. Policy - Related Party Disclosures ↓ 2. Policy - SC60-Related Party Disclosures (to be deleted) ↓ 3. Policy - Uninhabitable Premises ↓ 4. Position Statement - PSPD21-Uninhabitable Premises (to be deleted) ↓ 5. Policy - Dust Management Requirements for Development Sites ↓ 6. Policy - SPD7-Prevention of Dust & Sand Drift from Development Sites (to be deleted) ↓ 7. Policy - Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Not-for-Profit) ↓ 8. Policy - APD86-Leasing of Council Controlled Land (to be deleted) ↓ 9. Policy - Structure for Administering the City of Cockburn ↓ 10. Position Statement - PSES11-Structure for Administering the City of Cockburn (to be deleted) ↓ 11. Policy - Public Internet Use & Wireless Access ↓ 12. Policy - SC59-Public Internet Use & Wireless Access (to be deleted) ↓ 13. Policy - Commercial Leasing of City of Cockburn Owned or Controlled Land ↓ 14. Policy - APD85-Process for Leasing & Licencing - City of Cockburn Owned or Controlled Property for Recreational or Community Purposes (to be deleted) ↓ 15. Policy - APD87-Renewal of Leases & Licenses for Council Owned or Controlled Property (to be deleted) ↓ 16. Policy - Prohibition of Exotic Animals in Circuses ↓ 17. Policy - ACS3-Approval to Conduct Circuses (to be deleted) ↓ 18. Delegated Authority - ACS3-Approval to Conduct Circuses (to be deleted) ↓ 19. Policy - Establishment of Markets on Land Owned & Controlled by the City of Cockburn ↓ 20. Position Statement - PSCS18-Establishing Markets on Land Owned or Controlled by the City

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Item 8.1

- of Cockburn (to be deleted) [↓](#)
21. Policy - Public Accessway Closures [↓](#)
22. Policy - APD21-Pedestrian Accessway (to be deleted) [↓](#)
23. Position Statement - PSCS9-Joint Development of Community Facilities (to be deleted) [↓](#)
24. Position Statement - PSPD7-Jandakot Airport (to be deleted) [↓](#)

RECOMMENDATION

That Council:

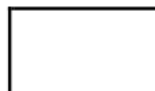
(1) adopt the following proposed Policies as attached to the report:

1. Proposed Related Party Disclosures Policy - Attachment 1
2. Proposed Uninhabitable Premises Policy – Attachment 3
3. Proposed Dust Management for Development Sites Policy – Attachment 5
4. Proposed Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including not for profit) Policy – Attachment 7
5. Proposed Structure for Administering the City of Cockburn Policy – Attachment 9
6. Proposed Public Internet Usage and Wireless Access Policy – Attachment 11
7. Proposed Commercial Leasing of City of Cockburn Owned or Controlled Land Policy – Attachment 13
8. Proposed Prohibition of Exotic Animals in Circuses – Attachment 16
9. Proposed Establishment Of Markets On Land Owned And Control By City Of Cockburn Policy – Attachment 19
10. Proposed Pedestrian Access Way Closures – Attachment 21

(2) delete the following Policies, Position Statements and Delegated Authorities as attached to the report;

1. SC60 Related Parties Disclosures Policy – Attachment 2
2. PSPD21 Uninhabitable premises Position Statement – Attachment 4
3. SPD 7 Prevention of dust and sand drift from development sites Policy – Attachment 6
4. APD86 - Leasing of Council Controlled Land Policy – Attachment 8
5. PSES11 Structure to Administer the City of Cockburn Position Statement – Attachment 10
6. SC59 - Public Internet and Wi-Fi Policy – Attachment 12
7. APD85 Process for Leasing and Licensing Policy – Attachment 14
8. APD87 - Renewal of Leases and Licenses for Council

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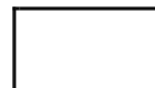
Owned or Controlled Property Policy – Attachment 15
9. ACS3 Approval to Conduct Circuses Policy – Attachment 17
10. DA ACS3 Approval to Conduct Circuses Delegated Authority – Attachment 18
11. PSCS18 - Establishing Markets on Land Owned or Controlled by the City of Cockburn Position Statement – Attachment 20
12. APD21 – Pedestrian Access Way Closures Policy – Attachment 22
13. PSCS9 - Joint Development of Community Facilities Position Statement – Attachment 23
14. PSPD7 - Jandakot Airport Position Statement – Attachment 24
COMMITTEE RECOMMENDATION
MOVED Mayor L Howlett SECONDED Cr M Separovich
That the recommendation be adopted.
<u>CARRIED 3/0</u>

Background

Council, at its December 2017 meeting, endorsed the proposal to conduct a review of its current Delegated Authority, Policies and Position Statements (DAPPS) documents. Subsequently, at its June 2018 meeting, Council adopted the City's Policy Framework and at its September 2018 meeting, adopted the proposed Plan to review all relevant documents.

The following policies were considered at the December 2018 Council meeting in accordance with the Council Policies review plan:

Adopted Policies	Endorsed for Public Consultation	Deleted/Obsolete
<ul style="list-style-type: none"> • Procurement • Library Services • City of Cockburn Artworks Collection • Legal Proceedings between City and other parties • Complaints, Feedback and Compliments • Execution of 	<ul style="list-style-type: none"> • Sustainability • Access and Equity • City of Cockburn Use of CCTV System • Graffiti Management 	<ul style="list-style-type: none"> • Underground Power • Procedural Fairness • Community Transport Service



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Adopted Policies	Endorsed for Public Consultation	Deleted/Obsolete
<ul style="list-style-type: none"> Documents Records Management Fraud & Misconduct Control & Resilience Legal Representation, Costs Indemnification, and Other Expert Advice Investments Smoke – Free Environment Completion of Firebreaks on Private Property FOOD ACT 2008 – Fee Exemption Civic Hospitality and Gifts Recognition of Elected Members on Cessation of Service Bereavement Recognition - Local Notable Citizens Council Administration Building Access Attendance at conferences, seminars and training 		

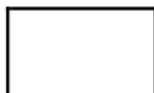
Submission

N/A

Report

Following the presentation of priority1 policies at the December 2018 Council meeting, Officers have continued the organisational internal

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review of Council Policies and Position Statements priority listing 2 in accordance with the adopted Plan.

As part of the review, Council Policies and Position Statements were reviewed and consulted internally for alignment with the adopted Policy Framework. As agreed by Council, all Council policies that have been reviewed to date and are ready for consideration are now presented. Below are all the proposed Council Policies that are not included in an individual report as part of this Agenda.

Related Party Disclosures Policy – (Attachment 1)

The proposed policy incorporates content from Policy SC60 – Related Party Disclosures.

The intent of the policy is unchanged, but it has been simplified to make it easier to read and interpret as follows:

- The Background section has been removed to fit in with the new policy template and information from this section has now been included under Policy Purpose and Policy Statement.
- Definitions have been simplified to remove those that were not required as part of the policy.

Uninhabitable Premises Policy – (Attachment 3)

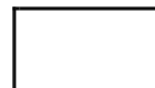
The proposed policy is a review of existing Position Statement 'PSPD21 – Uninhabitable Premises'. Much of the content and intent of the current policy is incorporated into the revised policy. This revised policy outlines the circumstances when and how the City may act on complaints regarding premises that are in very poor condition and where the owner occupiers are living in premises deemed unfit for habitation.

The reason for the policy is to assist those residents who are somehow unable to deal with problems associated with sub - standard living conditions and to outline the process the City will follow in assessing each differing circumstance and offering a compassionate solution to cleaning up and improving their living conditions.

Dust Management for Development Sites Policy – (Attachment 5)

The proposed policy is a review of existing Policy SPD7 "*Prevention of Sand Drift from Subdivisions and Development Sites*"

This revised Policy has included a rewording of the title to 'Dust Management'. This is consistent with the City's Local Laws and the need for a dust management plan for applicants.



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Much of the background content of the old Policy has been removed. The Policy still outlines the circumstances in which a dust management plan is required, adopts the Department of Water and Environmental Regulation Guideline for determining appropriate control measures and contingency arrangements and the City's Guidelines document. Specific requirements for developers submitting dust management plans have been removed from the Policy and inserted into the Guidelines document.

The City's document "Guidelines for the Preparation of Dust Management Plans" has also been updated as a result of the review, with the insertion of the Site Classification Assessment Chart from the Department of Water and Environmental Regulation Guideline.

Leasing of City of Cockburn Property for Community and/or Recreational Purposes (not for profit) Policy – (Attachment 7)

The proposed policy is a review of existing Policy APD85 "Process for Leasing & Licensing- City of Cockburn Owned or Controlled Property for Recreational or Community Purposes ". This revised Policy has included a rewording of the title to remove "Process for Leasing & Licensing". The Policy information has been retained however adding in "tagging & testing" under (1) 8. Tagging & testing of electrical services has been included to align with the relevant legislation requirement.

Structure for Administering the City of Cockburn Policy – (Attachment 9)

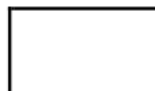
This is a review of Position Statement 'PSES11 - Structure for Administering the City of Cockburn'. All content from the current policy has been carried over to the proposed policy.

The following change has been applied:

- the merger of the Project Services and Asset Services Service Units within the Infrastructure Services Business Unit to create the 'Project & Asset Services' Service Unit

The organisational change brings together the two teams (Project Services and Asset Services) as a Unit well placed to advance further development and implementation of the City's best practice Asset Management Strategy initiatives and service delivery with the Project Management team for a major role collectively in advancing the Portfolio Project Management (PPM) corporate initiative and the major ongoing role of infrastructure project planning and delivery services and support for the various Program and Business Unit needs.

Public Internet Usage and Wireless Access Policy – (Attachment 11)



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The proposed policy combines content from Policy SC59 - Public Internet and Wi-Fi with internet related content from Position Statement PSCS10 - Library Internet.

Commercial Leasing of City of Cockburn Owned or Controlled Land Policy – (Attachment 13)

The proposed policy is a review and amalgamation of:

- Policy APD86 - Leasing of Council Controlled Land, and
- Policy APD87 - Renewal of Leases and Licenses for Council Owned or Controlled Property.

This revised Policy has included:

- A new title
- further information added to clarify the implications of s3.58 on commercial leasing, and
- removed the process of renewing a lease/licence for the “exceptions” to the s3.58 requirements (i.e. for leases that are for community/recreation/benevolent entities) which is already addressed in the community leasing policy

Prohibition of Exotic Animals in Circuses (Attachment 16)

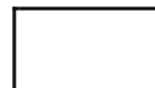
The proposed policy incorporates all content from current policy ACS3 Approval to Conduct Circuses. The authorisation to approve applications for Circuses is provided to the Chief Executive Officer and included in the policy. Therefore, the Delegated Authority DA ACS3 ‘Approval to Conduct Circuses’ is obsolete and recommended for deletion.

Establishment Of Markets On Land Owned And Controlled By City Of Cockburn Policy (Attachment 19)

The content of the existing Position Statement PSCS18 - Establishing Markets on Land Owned or Controlled by the City of Cockburn has been incorporated into the new policy with some modernisation.

Pedestrian Access Way Closures (Attachment 21)

The proposed policy is a review of existing Policy APD21 – Pedestrian Access Way Closures. Most of the content and intent of the current policy is incorporated into the revised policy, with minor changes to reflect newly created State Government agency and documentation



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names. Procedural content has been removed from the policy and incorporated into the Pedestrian Access Way Closures process.

PSCS9 - Joint Development of Community Facilities Position Statement (Attachment 23)

Recommended for deletion

The focus of this policy was to support the concept of joint development of community facilities. The benefits of this included cost or resource sharing, efficient land-use, operational or service delivery partnerships and overall economies of scale. The notion of joint development is a well-known and supported concept within the industry. The City implemented this concept at new facilities including the Cockburn ARC, Cockburn Integrated Health Facility and Cockburn Bowling and Recreation Facility. Joint development is part of the general practice when planning for a new or renewed facility given the benefits previously listed. As such, two of the guiding principles listed in the *Community Sport and Recreation Facilities Plan 2018 – 2033* (adopted December 2018), align with this notion:

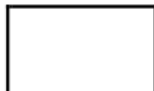
- Multi-functional/collocated facilities – community and sport facilities should be designed in such a way that they are multifunctional and flexible spaces which can cater for a variety of user groups. The intent of such facilities is to create a community hub of services and facilities which in turn builds on the overall sense of community.
- Responsible provision – community facilities will be delivered and maintained in a socially, economically and environmentally responsible manner.

Subsequently, given the recent adoption of Community Sport and Recreation Facilities Plan (2018-2033) and guiding principles, it is proposed to delete PSCS9 – Joint Development of Community Facilities to avoid duplication within the Council's overall policy and planning framework.

PSPD7 - Jandakot Airport Position Statement Position Statement (Attachment 24)

Recommended for deletion

This policy references an outdated version of State Planning Policy (SPP) 5.3 Land Use Planning in the Vicinity of Jandakot Airport as well as a plan provided by the Airport to control the height of buildings and structures in the vicinity of Jandakot Airport. The requirements for development control, noise impact area, signage (which is not required under the SPP) and Subdivision conditions are obsolete.



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The section related to subdivision conditions has been superseded by the SPP and the height restriction for the airport is administered through the development application process by the City's Statutory Planning Unit.

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

An Elected Members Information session was conducted on the 13 February 2019 to provide an update and feedback on all the proposed documents attached to this report.

Risk Management Implications

Adoption of the recommendations will ensure that the Council Policies are aligned to the adopted Policy Framework and provide a consistent approach for the development and implementation of Policies. This will also be a positive step towards achieving the Council's approved scheduled Review Plan in order to complete the Policy review project within the set timelines.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 8.1 Attachment 1

DAPPS 28/02/2019

Title	Related Party Disclosures
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To provide guidance in the preparation of financial statements to ensure disclosure requirements are met for Australian Accounting Standard AASB: 124 Related Party Disclosures.

Policy Statement

The objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of "related parties" and by transactions and outstanding balances, including commitments, with such parties.

(1) Identification of Related Parties

AASB 124 provides that the City of Cockburn will be required to disclose in its Annual Financial report, related party relationships, transactions and outstanding balances. "Related Parties" include a person or entity that has significant influence over the reporting entity. The City of Cockburn will therefore be required to assess all transactions made with these persons or entities.

(2) Review of Related Parties

1. The Chief Executive Officer will regularly review Key Management Personnel (KMP) where changes are made to existing persons.
2. For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion:
 - (a) Paying fees and charges or any other amount to the Council
 - (b) Use of Council owned or operated facilities (whether charged a fee or not)
 - (c) Attending Council functions that are opened to the public
 - (d) Employee compensation whether it is for KMP or close family members of KMP
 - (e) Lease arrangements for properties (whether for a Council owned property or property sub-leased by the council)
 - (f) Monetary and non-monetary transactions between the Council and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Council
 - (g) Sale or purchase of property owned by the Council to a person identified above

[1]



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Item 8.1 Attachment 1

Title	Related Party Disclosures
Policy Number (Governance Purpose)	



- (h) Sale or purchase of property owned by a person identified above to the Council
- (i) Loan arrangements
- (j) Contracts and agreements for construction, consultancy or services

(3) Required Disclosures and Reporting

For the purposes of determining relevant transactions, Elected Members and KMP, as identified above, will be required to complete a Related Party Disclosures – Declaration form for submission to Financial Services.

The notification requirement above does not apply to:

1. Related party transactions that are ordinary citizen transactions not assessed as being material; and
2. For Elected Members, allowances and expenses incurred that are provided to an Elected Member during the financial year, under the Local Government Act 1995 and Elected Member Expenses Reimbursement Policy, the particulars of which are contained in Council's annual report pursuant to the Local Government Act 1995 and Regulations.

(4) Register of Related Party Transactions

The City will maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potentially related party transaction (including any ordinary citizen transaction assessed) as being material in nature during a financial year.

Definitions:

AASB 124:	Australian Accounting Standards Board, Related Party Disclosures Standard
Close family members or close members of the family:	<p>In relation to a Key Management Personnel:</p> <ul style="list-style-type: none"> • Family members who may be expected to influence, or be influenced by, that Key Management Personnel in their dealings with Council and include: <ul style="list-style-type: none"> (a) that person's children and spouse or domestic partner (b) children of that person's spouse or domestic partner; (c) dependents of that person or that person's spouse or domestic partner. <p>For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the Key Management Person in their dealings with Council.</p>

[2]

Item 8.1 Attachment 1

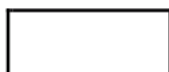
DAPPS 28/02/2019

Title	Related Party Disclosures
Policy Number (Governance Purpose)	



Entity:	May include a body corporate, a partnership of trust, incorporated association, or unincorporated group or body.
Control:	Control of an entity is present when there is: (a) power over the entity; and (b) exposure or rights to variable returns from involvement with the entity; and (c) the ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB 10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).
Joint Control:	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key Management Personnel (KMP):	Defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For the purposes of determining the application of the standard, the City has identified the following persons as meeting the definition of "Related Party": (a) A Council member (b) Key management personnel being a person employed under section 5.36 or 5.37 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Senior Executive. (c) Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner. (d) Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs). The Council will therefore be required to assess all transactions made with these persons or entities.
Materiality:	Management will apply professional judgement in consultation with Council's external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.
Ordinary Citizen Transactions (OCTs):	Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in

[3]



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Item 8.1 Attachment 1

Title	Related Party Disclosures
Policy Number (Governance Purpose)	



	<p>nature include:</p> <ul style="list-style-type: none"> (a) fees and charges approved by Council that are on terms and conditions to the general public and by their nature or amount are not material; (b) using Council's public facilities after paying the corresponding fees.
Related Party:	<p>A person or entity that is related to Council as defined in AASB124, paragraph 9. Examples of related parties are:</p> <ul style="list-style-type: none"> (a) Council subsidiaries; (b) key management personnel (KMP); (c) close family members of key management personnel (KMP); (d) entities that are controlled or jointly controlled by KMP or their close family members
Related Party Transactions:	<p>Is a transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged?</p>

Strategic Link:	Australian Accounting Standard AASB: 124 Related Party Disclosures.
Category	Governance
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[4]

Item 8.1 Attachment 2

DAPPS 28/02/2019

POL	RELATED PARTY DISCLOSURES	SC60
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POLICY CODE:	SC60
DIRECTORATE:	Chief Executive Officer
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	091/001; 182/001
DATE FIRST ADOPTED:	14 September 2017
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 August 2017
OCM:	8 August 2017

BACKGROUND:

This policy outlines the required mechanisms to meet the disclosure requirements of Australian Accounting Standards Board AASB 124 – Related Party Disclosures.

The Related Party Disclosures Policy applies to Related Parties of the City of Cockburn and their Related Party Transactions with the City of Cockburn (as defined in the policy definition section of this policy).

The scope of AASB124 was extended in July 2015 to include applications by not-for-profit entities including Local Governments. The operative date for Local Governments is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017.

PURPOSE:

The purpose of this policy is to define the parameters for Related Party Transaction and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures.

The objective of AASB 124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit and loss may have been affected by the existence of related parties and transactions.

[1]



POL	RELATED PARTY DISCLOSURES	SC60
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POLICY:**(1) Identification of related parties**

AASB 124 provides that the City of Cockburn will be required to disclose in its Annual Financial report, related party relationships, transactions and outstanding balances. Related parties include a person or entity that has significant influence over the reporting entity. The City of Cockburn will therefore be required to assess all transactions made with these persons or entities.

(2) Review of Related Parties

The Chief Executive Officer will regularly review Key Management Personnel where changes are made to existing persons.

Identification of Related Party Transactions

A related party transaction is a transfer of resources, services or obligations between the Council and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion:

- Paying fees and charges or any other amount to the Council
- Use of Council owned or operated facilities (whether charged a fee or not)
- Attending Council functions that are opened to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Lease arrangements for properties (whether for a Council owned property or property sub-leased by the council)
- Monetary and non-monetary transactions between the Council and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Council
- Sale or purchase of an property owned by the Council to a person identified above
- Sale or purchase of any property owned by a person identified above to the Council
- Loan arrangements
- Contracts and agreements for construction, consultancy or services

(3) Required Disclosures and Reporting

For the purposes of determining relevant transaction, Elected Members and KMP as identified above, will be required to complete a Related Part Disclosures – Declaration form for submission to Financial Services.

[2]

Item 8.1 Attachment 2

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POL	RELATED PARTY DISCLOSURES	SC60
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The notification requirement above does not apply to:

1. Related party transaction that are ordinary citizen transaction not assessed as being material; and
2. For Elected Members allowances and expenses incurred that are provided to an Elected Member during the financial year, under the Local Government Act 1995 and Elected Member Expenses Reimbursement Policy, the particulars of which are contained in Council's annual report pursuant to the Local Government Act and Regulations.
- (3) Register of Related Party Transactions

The City will maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potentially related party transaction (including ordinary citizen transaction assessed) as being material in nature during a financial year.

Definitions:

AASB 124:	Australian Accounting Standards Board, Related Party Disclosures Standard
Close family members or close members of the family:	<p>In relation to a key management Personnel:</p> <ul style="list-style-type: none"> • Family members who may be expected to influence, or be influenced by, that key management personnel in their dealings with Council and include: <ol style="list-style-type: none"> (a) that person's children and spouse or domestic partner (b) children of that person's spouse or domestic partner; (c) dependants of that person or that person's spouse or domestic partner. <p>For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the key management person in their dealings with Council.</p>
Entity:	May include a body corporate, a partnership of trust, incorporated association, or unincorporated group or body.
Control:	<p>Control of an entity is present when there is:</p> <ol style="list-style-type: none"> (a) power over the entity; and (b) exposure or rights to variable returns from involvement with the entity; and

[3]

POL	RELATED PARTY DISCLOSURES	SC60
	(c) the ability to use power over the entity to affect the amount of returns received, as determined in accordance with AASB 10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).	
Joint Control:	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.	
Key Management Personnel (KMP):	<p>Defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.</p> <p>For the purposes of determining the application of the standard, the City has identified the following persons as meeting the definition of Related Party:</p> <ul style="list-style-type: none"> (a) A Council member (b) Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Senior Executive Managers. (c) Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner. (d) Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs). <p>The Council will therefore be required to assess all transactions made with these persons or entities.</p>	
Materiality:	<p>Management will apply professional judgement in consultation with Council's external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.</p> <p>In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.</p>	
Ordinary Citizen Transactions	Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the	

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Item 8.1 Attachment 2

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POL	RELATED PARTY DISCLOSURES	SC60
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(OCTs):	ordinary course of carrying out Council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature include: (a) fees and charges approved by Council that are on terms and conditions to the general public and by their nature or amount are not material; (b) using Council's public facilities after paying the corresponding fees.
Related Party:	A person or entity that is related to Council as defined in AASB124, paragraph 9. Examples of related parties are: (a) Council subsidiaries; (b) key management personnel; (c) close family members of key management personnel; (d) entities that are controlled or jointly controlled by KMP or their close family members
Related Party Transactions:	Is a transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged.

[5]



DAPPS 28/02/2019

Item 8.1 Attachment 3

Title	Uninhabitable Premises
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The purpose of this policy is to guide the City in providing assistance to vulnerable people (who are owner occupiers) who live in squalid conditions. Poor living conditions may pose a risk to their health and wellbeing and likely be causing a nuisance to neighbours.

The policy proposes taking a compassionate approach to dealing with individuals who are frail aged, or having a functional disability or do not have the capacity to arrange clean-up of their premises to an acceptable standard.

The cost of clean-up would be provided by the City (if required) and recouped through placing a charge on the property through the provisions of the Public Health Act 2016. These costs would be recouped when the property is sold.

Policy Statement

This policy specifies how the City will determine that an owner is vulnerable and requiring assistance. It outlines the process the City will undertake in the cleaning and/or removal of material and repair of fixtures so that the dwelling and related surrounds are fit for human habitation.

(1) Process to be followed:

1. On referral of a complaint about a premises and where the Environmental Health Officer identifies that the occupant may have a disability or be frail aged, the City's Disability Access and Inclusion Officer (DAIO) will undertake an initial assessment. If the result of this assessment is that the resident is unable to bring the premises up to a suitable standard without support, then the DAIO will refer to appropriate agencies including the City of Cockburn's Family Support services, Financial Counselling services, and Home and Community Care services.
2. The Environmental Health Officer will obtain an estimate of the costs, E.g. quote for cleaners to clean a house or property. Each case will be assessed by the Manager of Environmental Health and based upon a two tiered approach.
3. Tier 1 – If the cost of the clean-up is predicted to be minor (less than \$2,500) then the funds be taken out of the Community Services emergency fund at the discretion of the Manager Community Services.
4. Tier 2 – If the predicted costs are greater than \$2500 then Public Health Act Notices will be served and the costs will be placed as a charge on the property title.

[1]

Item 8.1 Attachment 3

DAPPS 28/02/2019

Title	Uninhabitable Premises
Policy Number (Governance Purpose)	



5. The Public Health Act notice will require that the cost of the clean-up be re-paid over a period of time or the cost placed on the property requiring funds for the clean-up cost to be returned to the City at the point of sale of the property. If necessary, and if viable, Financial Counselling Service will be arranged to develop a re-payment plan suited to the individual's needs.
6. If the resident requires ongoing support the Disability Access and Inclusion Officer will refer the resident for an assessment for Home and Community Care Support services
7. Each premise shall be inspected annually by an Environmental Health officer to ensure that the premises are maintained in an acceptable condition.
8. The maximum cost per individual premises shall not exceed \$15,000 without the approval of the Chief Executive Officer.

(2) Definitions:

1. **Equity**
Fair distribution of resources and opportunities according to need and access to decision-making processes.
2. **Disability Access and Inclusion Plan (DAIP)**
The Disability Services Act 1993 (amended 2004) requires that all public authorities develop and implement a DAIP. The City of Cockburn's DAIP, available at <http://www.cockburn.wa.gov.au>, outlines how the City will work to enable persons with disabilities to have equal access to its facilities and services.
3. **Uninhabitable**
Uninhabitable is used for properties where there is an accumulation of matter and or filth to such a degree that it makes the premises unliveable and a potential health risk to the occupants and possibly occupants of neighbouring properties. This does not include issues to do with unsafe structures which are catered for through the Building Code of Australia and other legislation.

Strategic Link:	Public Health Plan
Category	Public Health
Lead Business Unit:	Environmental Health
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



POS	UNINHABITABLE PREMISES	PSPD21
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POSITION STATEMENT CODE:	PSPD21
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Health Services
RESPONSIBLE OFFICER:	Manager, Environmental Health
FILE NO.:	182/002
DATE FIRST ADOPTED:	10 March 2011
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 September 2012	26 November 2015
	22 August 2013	23 November 2017
	26 February 2015	
OCM:	11 October 2012	12 March 2015
	12 September 2013	10 December 2015

BACKGROUND:

At times, properties within the City have been identified as uninhabitable under the provisions of the Health Act due to the lack of adequate cleaning or due to the accumulation of matter. This matter may be offensive and or be of such a high volume to hinder free movement around a home or property and potentially harbour vermin. Some of the residents of these uninhabitable premises have been identified as being frail aged and/or having a functional disability. These people have not had the capacity to arrange clean-up of their premises to the required standard.

The Health Act provides the City with the power to either prosecute the owner or occupier and/or to do the works and claim the money back at a later date. Where the occupants are vulnerable there is a need to take a more compassionate approach rather than the legal option. Nevertheless, the City wherever possible should ensure the cost of a cleanup be recouped especially when the costs can be placed as a charge against the property and reclaimed when the property is sold.

This process should only be triggered where the property is owned and occupied by the same person or family. Properties that are tenanted either privately or via the Department of Housing must be cleared/repared at the owner's expense.

Various forms of legislation relating to disability services have made it essential for public authorities to clarify how they are addressing these issues.

PURPOSE:

[1]

Item 8.1 Attachment 4

DAPPS 28/02/2019

POS	UNINHABITABLE PREMISES	PSPD21
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To specify when the City will determine that an owner is vulnerable and therefore the City will undertake the cleaning and/or removal of material so that a dwelling and related surrounds are fit for human habitation.

POSITION:

- (1) On referral of a complaint about a premises and where the Environmental Health Officer identifies that the occupant may have a disability or be frail aged, the City's Disability Access and Inclusion Officer (DAIO) will undertake an initial assessment. If the result of this assessment is that the resident is unable to bring the premises up to a suitable standard without support, then the DAIO will refer to appropriate agencies including the City of Cockburn's Family Support services, Financial Counseling services, and Home and Community Care services.
- (2) The Environmental Health Officer will obtain an estimate of the costs, E.g. quote for cleaners to clean a house or property. Each case will be assessed by the Manager of Environmental Health and based upon a two tiered approach.
- (3) Tier 1 – If the cost of the cleanup is predicted to be minor (less than \$2,500) then the funds be taken out of the Community Services emergency fund at the discretion of the Manager Community Services.
- (4) Tier 2 – If the predicted costs are greater than \$2500 then Health Act Notices will be served and the costs will be placed as a charge on the property title.
- (5) The Public health notice will require that the cost of the cleanup be re-paid over a period of time or the cost placed on the property requiring funds for the cleanup cost to be returned to the City at the point of sale of the property. If necessary, and if viable, Financial Counselling Service will be arranged to develop a re-payment plan suited to the individual's needs.
- (6) If the resident requires ongoing support the Disability Access and Inclusion Officer will refer the resident for an assessment for Home and Community Care Support services
- (7) Each premise shall be inspected annually by an Environmental Health officer to ensure that the premises are maintained in an acceptable condition.
- (8) The maximum cost per individual premises shall not exceed \$15,000 without the approval of the Chief Executive Officer.

Definitions:

1. Equity

Fair distribution of resources and opportunities according to need and access to decision-making processes.

[2]



POS	UNINHABITABLE PREMISES	PSPD21
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2. Disability Access and Inclusion Plan (DAIP)

The Disability Services Act 1993 (amended 2004) requires that all public authorities develop and implement a DAIP. The City of Cockburn's DAIP, available at <http://www.cockburn.wa.gov.au>, outlines how the City will work to enable persons with disabilities to have equal access to its facilities and services.

3. Uninhabitable

Uninhabitable is used for properties where there is an accumulation of matter and or filth to such a degree that it makes the premises unliveable and a potential health risk to the occupants and possibly occupants of neighbouring properties. This does not include issues to do with unsafe structures which are catered for through the Building Code of Australia and other legislation.

[3]

Item 8.1 Attachment 5

DAPPS 28/02/2019

Title	Dust Management for Development Sites
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

Clearing of vegetation and earthworks undertaken as part of development works during summer months can generate a substantial number of complaints regarding dust and sand release. The City requires the preparation of dust management plans for clearing and construction works associated with development sites to ensure that appropriate dust control measures are implemented. These dust management plans are required to be submitted to the City for approved prior to the commencement of works.

The City's dust management guidelines are largely based on the Department of Water and Environmental Regulation document titled "*Land Development Sites and Impacts on Air Quality – A Guideline for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia*" (25 July 1996) as a means of determining appropriate control measures and contingency arrangements to manage the potential for dust release.

It is the developer's responsibility to schedule works on land development at the time in the year and in a way that reduces the potential impacts of dust to a practical minimum. The time of the year when these activities are carried out is critical since the least number of complaints occur during winter months.

Policy Statement

(1) Bulk Earthworks:

The City prohibits bulk earthworks on Class 3 and 4 development sites between 1 October and 31 March (referred to as the moratorium period);

(2) Required Control Measures:

1. All earthworks on development sites must be undertaken in compliance with a Dust Management Plan approved by the City's Health Services and prepared in accordance with the Department of Water and Environmental Regulation Guideline;
2. All development sites shall be classified in accordance with City's "*Guidelines for the preparation of Dust Management Plans*";
3. In the case of subdivisions, it shall be the subdivider's responsibility to maintain dust suppression on development sites until such time as new certificates of title issue, from which point the responsibility for dust suppression shall shift to the new land owners.

[1]



DAPPS 28/02/2019

Item 8.1 Attachment 5

Title	Dust Management for Development Sites
Policy Number (Governance Purpose)	



(3) Definitions:

"Bulk earthworks" refers to site clearance, land re-contouring and cut and fill operations.

"Civil earthworks" refers to work such as the construction of retaining walls, installation of sewers and construction of roads.

"Moratorium Period" is the period between 1 October and 31 March annually, during which bulk earthworks are prohibited by this Policy.

Strategic Link:	City of Cockburn Consolidated (Local Government) Local Laws 2000
Category	Public Health
Lead Business Unit:	Environmental Health
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

Item 8.1 Attachment 6

DAPPS 28/02/2019

POL	PREVENTION OF SAND DRIFT FROM SUBDIVISIONS AND DEVELOPMENT SITES	SPD7
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POLICY CODE:	SPD7
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Health Services
RESPONSIBLE OFFICER:	Manager, Environmental Health
FILE NO.:	182/001
DATE FIRST ADOPTED:	21 October 2003
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 September 2012 22 August 2013 26 February 2015	26 November 2015 23 November 2017
OCM:	13 September 2007 11 October 2012 12 September 2013	12 March 2015 10 December 2015

Background:

Extensive clearing of remnant bushland as part of subdivisional and development works during summer months has generated a substantial number of complaints received by the Council. This has resulted in the review of the City's *"Guidelines for the preparation of Dust Management Plans for Development Sites within the City of Cockburn"* to proactively control the timing of bulk earthworks.

The Council's guidelines describe the problems associated with airborne dust emissions from development sites. The City requires the preparation of dust management plans for construction works associated with development sites and subdivisional works. These dust management plans are required to be submitted and approved prior to the commencement of works.

The City's dust management guidelines have assisted developers in preparing dust management plans. These guidelines are largely based on the DEP document titled *"Land Development Sites and Impacts on Air Quality – A Guideline for the Prevention of Dust and Smoke Pollution from Land Development Sites in Western Australia"* (25 July 1996). The DEP guidelines were prepared in response to increasing problems with dust from land development sites culminating in the summer of 1994-95, when more complaints regarding dust impacts were received by the DEP than for any previous summer. The guidelines, deal with such issues as the:-

- timing of development, development staging,

[1]



POL	PREVENTION OF SAND DRIFT FROM SUBDIVISIONS AND DEVELOPMENT SITES	SPD7
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- treatment of vegetation on site,
- stabilisation of cleared areas,
- hydromulch, chemical stabilisation;
- contractual arrangements; and
- procedure for the assessment and management of dust lift off (Site Classification Assessment Chart).

It is the developer's responsibility to schedule works on land development at the time in the year and in a way that reduces the potential impacts of dust to a practical minimum. The time of the year when these activities are carried out is critical since the least number of complaints occur during winter months.

The DEP Guidelines state:-

"Dust generated by bulk earthworks being done during the summer months, particularly with housing in close proximity, can adversely impact upon people who live near development sites. These effects may be reduced if developments can be staged in a sequence whereby bulk earthworks are carried out in the winter months and the completed earthworks "front" is kept to about 100 metres in advance of newly created lots."

The factors that affect airborne dust lift off from land development sites (other than the particle composition, density and size) are:-

- Wind velocity;
- Amount of land area disturbed and exposed (includes adequacy of artificial covers such as hydromulching);
- Soil dryness/compaction;
- Wind direction oscillation.

Purpose:

The purpose of this Policy is to:-

- (1) incorporate the City's "Guidelines for the preparation of Dust Management Plans for Development Sites within the City of Cockburn" into this Policy.
- (2) adopt the above DEP procedure for the assessment of the potential for a development site to generate dust prior to site works commencing;
- (3) not allow bulk earthworks on Class 3 and 4 development sites between 1 October and 31 March ; and
- (4) put in place measures and contingency arrangements to manage the potential for dust leaving the site during and after development.

[2]

Item 8.1 Attachment 6

DAPPS 28/02/2019

POL	PREVENTION OF SAND DRIFT FROM SUBDIVISIONS AND DEVELOPMENT SITES	SPD7
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Policy:Measures

- (1) All subdivisions and development must comply with the Environmental Protection Authority Guidelines for dust control in subdivisional areas.
- (2) All earthworks on development sites must be undertaken in compliance with a Dust Management Plan approved by the City's Health Services, prepared in accordance with the "Land Development Sites And Impacts On Air Quality: A Guideline For The Prevention Of Dust And Smoke Pollution From Land Development Sites In Western Australia" (DEP, November 1996).
- (3) All development sites shall be classified in accordance with the document "Land Development Sites and Impacts on Air Quality: A Guideline For The Prevention Of Dust and Smoke Pollution From Land Development Sites In Western Australia" (DEP, November 1996).
- (4) Bulk earthworks will be prohibited on Class 3 or 4 development sites between 1st October to 31st March annually. For the purpose of this policy, "Bulk earthworks" refers to site clearance, land re-contouring and cut and fill operations. Work such as construction of retaining walls, installation of sewers and construction of roads is considered to be "Civil earthworks".
- (5) Any Class 3 or 4 development sites which have undergone bulk earthworks prior to these dates, and where further civil works are not intended during the period 1st October to 31st March, shall be completely stabilised over this period. The standard of stabilisation required shall be no less than that achieved through hydro-mulching or similar method, to the satisfaction of the City's Manager, Environmental Health.
- (6) Bulk earth works will be permitted in all months on Class 1 and 2 development sites, subject to the approval by the City's Health Service, of a Dust Management Plan.
- (7)
 - 1 Subject to (b) below, and in accordance with the approved Dust Management Plan, civil earth works will be permitted to be undertaken on all classes of sites over the period 1st October to 31st March, subject to an ongoing program of stabilisation on all exposed land prior to the completion of lots, to the satisfaction of the City's Manager, Environmental Health.
 - 2 In respect to Class 4 development sites retaining wall construction may be permitted between 1st October to 31st March subject to the implementation of the Dust Management Plan, which shall provide for the complete ongoing stabilisation of all land affected by the construction of retaining walls.

[3]

POL	PREVENTION OF SAND DRIFT FROM SUBDIVISIONS AND DEVELOPMENT SITES	SPD7
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- (8) In the case of subdivisions, it shall be the subdivider's responsibility to maintain dust suppression on development sites until such time as new certificates of title issue, from which point the responsibility for dust suppression shall shift to the new land owners.

To be deleted

[4]

Item 8.1 Attachment 7

DAPPS 28/02/2019

Title	Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Not-for-Profit)
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

City of Cockburn owned or controlled land and facilities are leased and licenced to various associations/organisations, including not-for-profit groups and Government organisations providing recreational, education, community and health services. These arrangements are broadly considered non-commercial type relationships with the City, and are dealt with generally under the banner of recreational or community purpose type leases.

The aim of the policy is to set a consistent policy framework for the leasing and licensing of City of Cockburn owned or controlled property to community, recreation and Government associations/organisations, and to also promote the shared optimal use arrangement of City of Cockburn facilities.

This policy does not relate to commercial type leasing arrangements, which are dealt with under the auspices of the Local Government Act 1995.

Policy Statement

- (1) Not-for- Profit Associations/organisations leasing land or a facility will generally be charged a peppercorn rent on the proviso that the lessee will be responsible for the facility's outgoings and internal (non-structural) maintenance as per the following:
1. Water;
 2. Electricity;
 3. Gas;
 4. Emergency Services Levy;
 5. Security;
 6. Rubbish charges;
 7. Cleaning;
 8. Tagging and Testing of electricals;
 9. Costs of maintaining and replacing fixtures and fittings, regardless of 'fair wear and tear', up to an amount of \$1,000 per single item verified by a City of Cockburn sourced quotation [i.e. no cumulative addition of items to exceed this threshold whatsoever – see (5) below];
 10. Internal painting;
 11. Damage caused by the negligence of the lessee's invitees, guests, members or persons associated with the use and/or hiring of the facility by the tenant (and associated security costs).

[1]



DAPPS 28/02/2019

Item 8.1 Attachment 7

Title	Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Not-for-Profit)
Policy Number (Governance Purpose)	



Where there are common areas within a shared facility, associations / organisations which exist within the facility will equally contribute to the costs of these common areas per the schedule of items 1 to 11.

- (2) Any Government association/organisation are generally expected to pay a market rent. However, subject to a Council decision, there is discretion to consider circumstances where it may be appropriate to reduce or remove the requirement to pay rent. Such circumstances may include:
 1. Where there is a facility objective to create a community hub with allied support services;
 2. Where there is a demonstrable community need to attract and retain the allied support service to the area, such as Child Health Clinics.
- (3) Certain forms of not-for-profit associations / organisations, which are deemed to have the capacity to pay rent by virtue of their funding model and/or income stream, may also be required to pay a form of rent and/or rates. Any discussions in respect of charging rent, rates etc. may occur at the commencement of a new lease, or at the subsequent renewal of the lease agreement, at the discretion of the City of Cockburn.
- (4) All leases and licences will be subject to annual rent reviews based on CPI increases and/or market rent reviews. Note this is primarily relevant to those under (2) and (3) above.
- (5) Except for associations/organisations which are paying rent [i.e. those falling under provisions (2) and (3) above], the City of Cockburn will generally be responsible for the following maintenance:
 1. Structural maintenance e.g. cracks in walls, leaks in roofs, ceilings;
 2. Costs of maintaining and replacing fixtures and fittings over the value of \$1,000 per single item;
 3. Fire equipment & emergency exit services;
 4. Tree removal and major tree pruning;
 5. External obligations e.g. car parks, roads, footpaths;
 6. Other duties as may be determined, however these terms will be outlined in the report for the Elected Members Newsletter, or Ordinary Council if required.
- (6) New tenants may receive a total term of up to 5 years, including any options to renew (i.e. 2 year + 3 years). Renewing tenants may receive a total length of term of up to 10 years, based upon their performance as a tenant. A tenant will only be given a longer term lease (ie. 10 years + 10 years) if they are able to demonstrate a genuine reason for their request, subject to a Council decision. Reasoning may include:
 1. If they are contributing large sums of money to upgrade/renovate the facility; or
 2. If they are applying for a grant or funding which requires longer tenure

[2]

Item 8.1 Attachment 7

DAPPS 28/02/2019

Title	Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Not-for-Profit)
Policy Number (Governance Purpose)	



(7) All tenants will be required to arrange:

1. public liability insurance to a minimum value of \$20,000,000.00,
2. contents insurance of assets owned by them; and
3. workers compensation insurance

Generally, the City will take out and maintain building insurance, however the City retains the discretion to pass on the costs of building insurance to the tenant.

(8) All tenants will be required annually to provide information to the Leasing & Licensing Officer to assist with accurate records of office holder contact details, financial data, occupancy statics, copy of insurance certificate and receipt for tagging & testing. They will also be subject to annual facility inspections to ensure maintenance obligations are being met.

(9) All community facilities undertaken by the City of Cockburn are generally to be based upon a shared-use model. This will require careful thought about areas within facilities which are common areas (such as toilets, kitchens, parking and lobby areas) versus areas which will be exclusive to the associations / organisations at the facility.

All community facilities undertaken by the City of Cockburn are generally to be based upon a shared-use model. This will require careful thought about areas within facilities which are common areas (such as toilets, kitchens, parking and lobby areas) versus areas which will be exclusive to the associations / organisations at the facility.

Strategic Link:	Public Open Space Strategy, Land Management Strategy, Community, Sport & Recreation Facilities Plan & Community Development Strategy
Category	Planning – Land Administration
Lead Business Unit:	Strategic Planning
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]



DAPPS 28/02/2019

Item 8.1 Attachment 8

POL	LEASING OF COUNCIL CONTROLLED LAND	APD86
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POLICY CODE:	APD86
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Strategic Planning Services
SERVICE UNIT:	Leasing & Land Administration
RESPONSIBLE OFFICER:	Director, Planning & Development
FILE NO.:	182/001
DATE FIRST ADOPTED:	18 November 1997
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD59
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 May 2012 24 November 2016 23 November 2017
OCM:	17 September 2002 14 June 2012 8 December 2016

BACKGROUND:

Council leases land either owned or vested in it to various groups.

The Local Government Act, 1995 (Sec 3.58) requires Council to ensure contemporary valuations are held when land dealings are being proposed.

PURPOSE:

To set guidelines for determining the annual rental on land leased by Council.

To enable property valuations to be obtained expeditiously by the Chief Executive Officer(CEO), when considered necessary on behalf of Council.

POLICY:

When Council owned land or land vested in Council is to be leased a sworn Valuer will be requested to value the land and the GRV or Unimproved Value of the land will be used as the basis of determining the annual rental and each case will be considered on its merits.

The Chief Executive Officer is authorised to obtain the value of property that Council has under consideration for disposal, lease, purchase, rental, compulsory acquisition

[1]

Item 8.1 Attachment 8

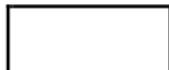
DAPPS 28/02/2019

POL	LEASING OF COUNCIL CONTROLLED LAND	APD86
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and acquisition of rights relevant to drainage, rights of carriageway and other rights over private property.

To be deleted

[2]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The City of Cockburn is administered through a structure of five Divisions, fourteen Business Groups and over forty Service Units. These units are managed by a Chief Executive Officer, Directors, Senior Management Team and other Managers. The structure is broadly based on the functions that local government has and is reviewed regularly. It is changed when the City embarks on new business opportunities, divests itself of service functions or when there is a need to reorganise functions into different units for better management.

To ensure that the City of Cockburn complies with the obligation imposed on it by Section 5.2 of the Local Government Act, 1995, (the Act) which prescribes that the Council "...is to ensure that there is an appropriate structure for administering the local government."

Policy Statement

- (1) Council recognises its responsibility pursuant to s5.2 of the Act, and considers the attached *Structure for Administering the City of Cockburn* an appropriate structure for administering its local government;
- (2) Council approval is required to implement any variation to the *Structure for Administering the City of Cockburn*;
- (3) The *Structure for Administering the City of Cockburn* describes the principal functions that Council directs are to be undertaken by each Business and Service Unit;
- (4) In accordance with the Act, the CEO's function is to manage the day-to-day operations of the local government and be responsible for employing those employees not designated as "senior employees";
- (5) Consistent with the functions described in (4), Council authorises the CEO to allocate employees across Service Units, where he or she considers doing so increases organisational efficiency.

[1]

Item 8.1 Attachment 9

DAPPS 28/02/2019

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN

NOVEMBER 2018

COUNCIL**CHIEF EXECUTIVE OFFICER****EXECUTIVE SERVICES**

Executive Support

Strategy & Civic Support

GOVERNANCE & COMMUNITY SERVICES DIVISION

Library Services

Recreation & Community Safety

Community Development & Services

Corporate Communication

Governance & Risk

PLANNING & DEVELOPMENT DIVISION

Building Services

Environmental Health Services Unit

Statutory Planning Services Unit

Strategic Planning Services Unit

ENGINEERING & WORKS DIVISION

Waste Services Unit

Parks & Environmental Services Unit

Engineering Services Unit

Infrastructure Services Unit

FINANCE & CORPORATE SERVICES DIVISION

Financial Services Unit

Information Services Unit

Human Resource Services Unit

[2]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



EXECUTIVE SERVICES

Strategy & Civic Support Business Unit

Executive Support

Service Function

To provide support to and on behalf of the Chief Executive Officer and the Executive Group

Strategy

Service Function

To support the City in the development and integration of corporate planning.

Civic Support

Service Function

To focus on the civic and ceremonial functions including planning, security and operation.

[3]

Item 8.1 Attachment 9

DAPPS 28/02/2019

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



GOVERNANCE & COMMUNITY SERVICES DIVISION

Library Services Business Unit

Branch Libraries

Service Function
Manage a public facility that provides spaces and staff to enable capacity building, community collaborations and to deliver collections and services specific to the catchment demographic of the branch.

Young Peoples Services

Service Function
Provide and support a range of inclusive library programmes, environments and collections that support the early and continued development of literacy skills in the children and young people of the City of Cockburn.

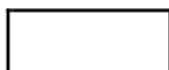
Adult Services

Service Function
Provide and support a range of programs and events in collaboration with major stakeholders that support lifelong learning and community engagement for Cockburn residents.

Technology & Digital Services

Service Function
Support and manage information technology for the library service to ensure that the systems run efficiently and meet the contemporary needs of a modern library service. Co-ordinate and support the delivery of the library's virtual network.

[4]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



GOVERNANCE & COMMUNITY SERVICES DIVISION

Recreation & Community Safety Business Unit

Recreation Facilities

Service Function

Provision of a range of affordable centre based aquatic, indoor sports and recreation programs/services from Cockburn ARC

Recreation Services

Service Function

To provide effective high quality community based recreation services programs and Leisure facilities.

Ranger & Community Safety

Service Function

These services work to improve the safety and security of City residents and visitors through the administration of local laws and state legislation utilising a range of education, prevention and mitigation strategies.

Leisure Planning

Service Function

Provides strategic direction and guidance in the future provision and design of sport and recreation facilities/reserves to ensure they adequately meet the needs of the community.

[5]

Item 8.1 Attachment 9

DAPPS 28/02/2019

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



GOVERNANCE & COMMUNITY SERVICES DIVISION

Community Development & Services Unit

Childcare & Seniors

Service Function
Administer Council funded services, programs and facilities aimed at providing and developing increased social support, activity and leisure opportunities for the senior citizens of Cockburn.

Administer grant funds provided to Council for the operation of the Home and Community Care and Community Aged Care packages. Provide programs and services for aged and disabled citizens to assist them in maintaining their independence

To equitably and effectively administer grant and fees provided to Council for the operation of the Family Day Care/In Home Care Services and the Outside School Hours Care Service

Family & Community Development

Service Function
Provides a range of individual, family and child focused services for residents, via a community development approach or direct service delivery, including information, referral, advocacy or direct assistance and support

To provide capacity building and community engagement mechanisms to strengthen and support community groups and volunteers operating within the City of Cockburn

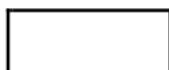
Youth Services

Service Function
Administer grant and Council funded services, programs and facilities aimed at providing and developing increased social support, amenity, activity and leisure opportunities for the young people of Cockburn. Youth services offers three streams of services for young people – youth work, youth centre programs and youth development.

Grants & Research

Service Function
To provide a central City of Cockburn co-ordinating service for the distribution of grants, donations and sponsorship to community organisations and individuals. To seek grants from Commonwealth, State Government and other sources for services and facilities for residents of the City. To carry out research on matters related to issues of concern and interest to the City of Cockburn and to promote the interests of the City.

[6]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



GOVERNANCE & COMMUNITY SERVICES DIVISION

Corporate Communications Business Unit

Events & Culture

Service Function

To provide a range of entertainment and cultural events to the community that properly and positively reflect the Council's commitment to deliver quality and cost effective programs, services and activities

Customer Service

Service Function

To provide a range of services that deliver quality, timely and cost effective customer service to the community.

Communications & Marketing

Service Function

To provide a range of communications material and services that ensures that the community is informed about the City's services and programs

[7]

Item 8.1 Attachment 9

DAPPS 28/02/2019

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	

**GOVERNANCE & COMMUNITY SERVICES DIVISION****Governance & Risk Business Unit****Governance Services**Service Function

To ensure that Council's Compliance and Risk Management responsibilities are fulfilled in a timely manner within statutory and best practice standards.

[8]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



PLANNING & DEVELOPMENT DIVISION

Building Services

Service Function

To ensure that buildings and structures within the district provide acceptable levels of public safety, amenity and comply with all relevant building codes, standards and regulations

Environmental Health Services

Service Function

To ensure that the conduct and operation of premises and activities within the district comply with accepted standards and practices for public health and to ensure that the quality of the environment is protected and improved.

Statutory Planning Services

Service Function

To provide control and management of development, land use and subdivision functions within the City to ensure standards of amenity are maintained. The Service also undertakes compliance and enforcement action against unapproved development.

[9]

Item 8.1 Attachment 9

DAPPS 28/02/2019

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	

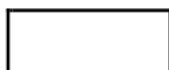
**PLANNING & DEVELOPMENT DIVISION****Strategic Planning Business Unit****Strategic Planning Services**Service Function

Prepares structure plans, formulates strategies, adopt policies which provide formal guidance and direction for the planning and development of the district, maintains the City's development contribution plans, provides cartographic and GIS expertise relevant to planning and administers geographic naming and street numbering.

Land & Lease Administration ServicesService Function

Administers leases and licenses which span commercial, community and tourism purposes, purchases and develops land according to the adopted strategy of the City, manages public requests for pedestrian access-ways, including closures and ensures that all property interests and the City's land portfolio are appropriate and sufficient.

[10]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



ENGINEERING & WORKS DIVISION

Waste Services Business Unit

Waste Disposal Services

Service Function

To operate a landfill site at Henderson to accept waste in accordance with the requirements of a Class II site under the Environmental Protection Act and maximise the financial return.

Waste Collection Services

Service Function

To provide a regular reliable and safe waste and recycling collection service for every premise within the district and dispose of it in an environmentally acceptable manner.

[11]

Item 8.1 Attachment 9

DAPPS 28/02/2019

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	

**ENGINEERING & WORKS DIVISION****Parks & Environment Services Business Unit****Parks Services**Service Function

The design, construction and operational maintenance of Public Open Space and Streetscapes to provide functional and attractive locations for recreational activities by the Community.

Environment ServicesService Function

To prepare Plans, develop policies and strategies, undertake studies and provide advice on environmental matters and ensure the protection and management of areas of environmental importance.

[12]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



ENGINEERING & WORKS DIVISION

Engineering Services Business Unit

Road Construction Services

Service Function

To construct and maintain roads, drains and associated infrastructure in accordance with adopted designs

Road Design Services

Service Function

To provide design services for roads, paths, drains, development assessment and traffic management treatments that are under the responsibility of Council in accordance with Australian Standards and industry best practice.

Road Planning & Development Services

Service Function

To ensure development occurs in accordance with all relevant Australian Standards and Council's development conditions and specifications.

Transport & Traffic Services

Service Function

To ensure that planning and development of the transport network within the City meets people and industry needs while minimising environmental impact.

[13]

Item 8.1 Attachment 9

DAPPS 28/02/2019

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



ENGINEERING & WORKS DIVISION

Engineering Services Business Unit

Facilities & Plant Services	Project and Asset Services	Project Mngmt. & Development Services	Marina & Coastal Services
<u>Service Function</u> To manage, maintain and deliver Council owned buildings, structure and plant services to provide for the requirement of the staff and community. To plan and deliver the Council's building and facility operational and minor capital works programs as well as deliver the City's plant and fleet acquisition and maintenance services.	<u>Service Function</u> To ensure that Council's assets meet and provide the required levels of service in the most cost-effective method through an optimal balance of creation, preservation, enhancement and disposal. To manage the development and delivery of project and asset management frameworks, systems, processes and procedures and provision of services for best practice asset and project management including in the delivery of the City's major building and facility and other infrastructure capital works programs and operational activities.	<u>Service Function</u> To provide a consistent framework and methodology for the development and implementation of all major projects within the City.	<u>Service Function</u> To manage the Port Coogee Marina Facility including business development, penholder liaison and daily service operations plus plan and deliver on coastal infrastructure and management initiatives. To manage the Port Coogee Marina Facility including business development, penholder liaison and daily service operations plus plan and deliver on coastal infrastructure and management initiatives.

[14]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



FINANCE & CORPORATE SERVICES DIVISION
Financial Services Business Unit

Rates & Revenue Services

Service Function

To raise, collect and account for the City's rates and other revenue and administer its banking and online payment systems, as well as maintaining the City's property database and co-ordinating preparation of the electors roll for Council.

Accounting Services

Service Function

To establish and maintain systems and processes enabling the transacting and management of the City's financial information, as well as providing accounting support and services for the City's business activities, financial planning, performance reporting and auditing needs.

Procurement Services

Service Function

To provide effective centred procurement services and support for competitive sourcing and the associated contract management, whilst also ensuring organisational compliance with statutory tendering and internal procurement requirements.

[15]

Item 8.1 Attachment 9

DAPPS 28/02/2019

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



FINANCE & CORPORATE SERVICES DIVISION
Information Services Business Unit

**Information,
Communication
& Technology
Services**

Service Function
To deliver support technical services and planning for future enhancement/growth in respect of Council's information technology requirements.

**Business
Systems
Services**

Service Function
To provide support to the City's core business systems, manage new projects and help facilitate continuous process improvement.

GIS Services

Service Function
To provide an asset information service management system and a geographical information system.

**Records
Services**

Service Function
To provide a high standard of technologically advanced Records Management Services to support the needs of the user clients within the City of Cockburn, the governing function of Council and other identified external uses of the records function.

[16]



DAPPS 28/02/2019

Item 8.1 Attachment 9

Title	Structure for Administering the City of Cockburn
Policy Number (Governance Purpose)	



Strategic Link:	Workforce Plan
Category	Governance
Lead Business Unit:	Human Resources
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[17]

Item 8.1 Attachment 10

DAPPS 28/02/2019

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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POSITION STATEMENT CODE:	PSES11
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	21 October 2003
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	Yes
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013 24 August 2014 27 August 2015	25 February 2016 25 August 2016
OCM:	11 March 2011 14 February 2013 11 September 2014	10 September 2015 10 March 2016

BACKGROUND:

The City of Cockburn is administered through a structure of five Divisions, fourteen Business Groups and over forty Service Units. These units are managed by a Chief Executive Officer, Directors, Senior Management Team and other Managers. The structure is broadly based on the functions that local government has and is reviewed regularly. It is changed when the City embarks on new business opportunities, divests itself of service functions or when there is a need to reorganise functions into different units for better management.

PURPOSE:

To ensure that the City of Cockburn complies with the obligation imposed on it by Section 5.2 of the Local Government Act, 1995, (the Act) which prescribes that the Council "...is to ensure that there is an appropriate structure for administering the local government."

POSITION:

- (1) Council recognises its responsibility pursuant to s5.2 of the Act, and considers the attached [Structure for Administering the City of Cockburn](#) an appropriate structure for administering its local government;
- (2) Council approval is required to implement any variation to the *Structure for Administering the City of Cockburn*;

[1]



POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
-----	---	--------

- (3) The *Structure for Administering the City of Cockburn* describes the principal functions that Council directs are to be undertaken by each Business and Service Unit;
- (4) In accordance with the Act, the CEO's function is to manage the day-to-day operations of the local government and be responsible for employing those employees not designated as "senior employees";
- (5) Consistent with the functions described in (4), Council authorises the CEO to allocate employees across Service Units, where he or she considers doing so increases organisational efficiency.

To be deleted

[2]

Item 8.1 Attachment 10

DAPPS 28/02/2019



[3]

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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EXECUTIVE SERVICES**Executive Support
Service Unit****Executive Support****Service Function**

To provide support to and on behalf of the Chief Executive Officer and the Executive Group

**Strategy & Civic Support
Service Unit****Strategy****Service Function**

To support the City in the development and integration of corporate planning.

Civic Support**Service Function**

To focus on the civic and ceremonial functions including planning, security and operation.

[4]

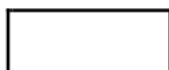
POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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GOVERNANCE & COMMUNITY SERVICES DIVISION

Library Services Business Unit

Branch Libraries	Young Peoples Services	Adult Services	Technology & Digital Services
Service Function Manage a public facility that provides spaces and staff to enable capacity building, community collaborations and to deliver collections and services specific to the catchment demographic of the branch.	Service Function Provide and support a range of inclusive library programmes, environments and collections that support the early and continued development of literacy skills in the children and young people of the City of Cockburn.	Service Function Provide and support a range of programs and events in collaboration with major stakeholders that support lifelong learning and community engagement for Cockburn residents.	Service Function Support and manage information technology for the library service to ensure that the systems run efficiently and meet the contemporary needs of a modern library service. Co-ordinate and support the delivery of the library's virtual network.

[5]



DAPPS 28/02/2019

Item 8.1 Attachment 10

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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GOVERNANCE & COMMUNITY SERVICES DIVISION

Recreation & Community Safety Business Unit

Recreation Facilities	Recreation Services	Ranger & Community Safety	Grants & Research
Service Function Provision of a range of affordable centre based aquatic, indoor sports and recreation programs/services from Cockburn ARC.	Service Function To provide effective high quality community based recreation services programs and Leisure facilities	Service Function These services work to improve the safety and security of City residents and visitors through the administration of local laws and state legislation utilising a range of education, prevention and mitigation strategies	Service Function To provide a central City of Cockburn co-ordinating service for the distribution of grants, donations and sponsorship to community organisations and individuals. To seek grants from Commonwealth, State Government and other sources for services and facilities for residents of the City. To carry out research on matters related to issues of concern and interest to the City of Cockburn and to promote the interests of the City

[6]

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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GOVERNANCE & COMMUNITY SERVICES DIVISION

Community Development & Services Business Unit

Childcare & Seniors

Service Function

Administer Council funded services, programs and facilities aimed at providing and developing increased social support, activity and leisure opportunities for the senior citizens of Cockburn.

Administer grant funds provided to Council for the operation of the Home and Community Care and Community Aged Care packages. Provide programs and services for aged and disabled citizens to assist them in maintaining their independence

To equitably and effectively administer grant and fees provided to Council for the operation of the Family Day Care/In Home Care Services and the Outside School Hours Care Service.

Family & Community Development

Service Function

Provides a range of individual, family and child focused services for residents, via a community development approach or direct service delivery, including information, referral, advocacy or direct assistance and support

To provide capacity building and community engagement mechanisms to strengthen and support community groups and volunteers operating within the City of Cockburn

Youth Services

Service Function

Administer grant and Council funded services, programs and facilities aimed at providing and developing increased social support, amenity, activity and leisure opportunities for the young people of Cockburn. Youth services offers three streams of services for young people – youth work, youth centre programs and youth development.

[7]



POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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GOVERNANCE & COMMUNITY SERVICES DIVISION

Corporate Communications Business Unit

Events & Culture

Service Function

To provide a range of entertainment and cultural events to the community that properly and positively reflect the Council's commitment to deliver quality and cost effective programs, services and activities.

Customer Service

Service Function

To provide a range of services that deliver quality, timely and cost effective customer service to the community.

Communications & Marketing

Service Function

To provide a range of communications material and services that ensures that the community is informed about the City's services and programs.

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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GOVERNANCE & COMMUNITY SERVICES DIVISION

Governance & Risk Business Unit

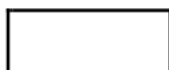
Governance Services

Service Function

To ensure that Council's Compliance and Risk Management responsibilities are fulfilled in a timely manner within statutory and best practice standards

to be deleted

[9]



DAPPS 28/02/2019

Item 8.1 Attachment 10

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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PLANNING & DEVELOPMENT DIVISION

Building Services Unit

Building Services Unit

Service Function
To ensure that buildings and structures within the district provide acceptable levels of public safety, amenity and comply with all relevant building codes, standards and regulations

Environmental Health Services Unit

Environmental Health Serv.

Service Function
To ensure that the conduct and operation of premises and activities within the district comply with accepted standards and practices for public health and to ensure that the quality of the environment is protected and improved

Statutory Planning Services Unit

Statutory Planning Serv

Service Function
To provide control and management of development, land use and subdivision functions within the City to ensure standards of amenity are maintained. The Service also undertakes compliance and enforcement action against unapproved development

Strategic Planning Services Unit

Strategic Planning Serv.

Service Function
Prepares structure plans, formulates strategies, adopt policies which provide formal guidance and direction for the planning and development of the district, maintains the City's development contribution plans, provides cartographic and GIS expertise relevant to planning and administers geographic naming and street numbering.

Land and Lease Administration Serv.

Service Function
Administers leases and licenses which span commercial, community and tourism purposes, purchases and develops land according to the adopted strategy of the City, manages public requests for pedestrian access-ways, including closures and ensures that all property interests and the City's land portfolio are appropriate and sufficient.

[10]

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POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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ENGINEERING & WORKS DIVISION**Waste Services Business Unit****Waste Disposal Serv.****Service Function**

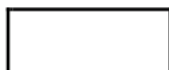
To operate a landfill site at Henderson to accept waste in accordance with the requirements of a Class II site under the Environmental Protection Act and maximise the financial return

Waste Collection Serv.**Service Function**

To provide a regular reliable and safe waste and recycling collection service for every premise within the district and dispose of it in an environmentally acceptable manner

to be deleted

[11]



POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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ENGINEERING & WORKS DIVISION

Parks & Environmental Services Business Unit

Environment Serv.

Service Function

To prepare Plans, develop policies and strategies, undertake studies and provide advice on environmental matters and ensure the protection and management of areas of environmental importance

Parks Serv.

Service Function

The design, construction and operational maintenance of Public Open Space and Streetscapes to provide functional and attractive locations for recreational activities by the Community

[12]

Item 8.1 Attachment 10

DAPPS 28/02/2019

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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ENGINEERING & WORKS DIVISION**Engineering Services Business Unit****Road Construction Serv.****Service Function**

To construct and maintain roads, drains and associated infrastructure in accordance with adopted designs

Road Design Serv.**Service Function**

To provide design services for roads, paths, drains, development assessment and traffic management treatments that are under the responsibility of Council in accordance with Australian Standards and industry best practice

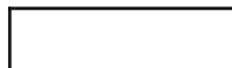
Road Planning & Development Serv.**Service Function**

To ensure development occurs in accordance with all relevant Australian Standards and Council's development conditions and specifications

Transport & Traffic Serv.**Service Function**

To ensure that planning and development of the transport network within the City meets people and industry needs while minimising environmental impact

[13]



DAPPS 28/02/2019

Item 8.1 Attachment 10

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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ENGINEERING & WORKS DIVISION

Infrastructure Services Business Unit

Facilities & Plan Serv.

Service Function

To manage, maintain and deliver Council owned buildings, structure and plant services to provide for the requirement of the staff and community.

Asset Serv.

Service Function

To ensure that Council's assets meet and provide the required levels of service in the most cost effective method through an optimal balance of creation, preservation, enhancement and disposal.

Project Management & Development Serv.

Service Function

To provide a consistent framework and methodology for the development and implementation of all major projects within the City.

Marina & Coastal Serv.

Service Function

To manage the Port Coogee Marina Facility including business development, pen-holder liaison and daily service operations plus plan and deliver on coastal infrastructure and management initiatives.

[14]

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Item 8.1 Attachment 10

DAPPS 28/02/2019

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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FINANCE & CORPORATE SERVICES DIVISION

Financial Services Business Unit**Rates & Revenue Serv.****Service Function**

To raise, collect and account for the City's rates and other revenue and administer its banking and online payment systems, as well as maintaining the City's property database and co-ordinating preparation of the electors roll for Council.

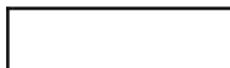
Accounting Serv.**Service Function**

To establish and maintain systems and processes enabling the transacting and management of the City's financial information, as well as providing accounting support and services for the City's business activities, financial planning, performance reporting and auditing needs.

Procurement Serv.**Service Function**

To provide effective centre-led procurement services and support for competitive sourcing and the associated contract management, whilst also ensuring organisational compliance with statutory tendering and internal procurement requirements.

[15]



DAPPS 28/02/2019

Item 8.1 Attachment 10

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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FINANCE & CORPORATE SERVICES DIVISION

Information Services Business Unit

Information, Communication and Technology Serv.

Service Function

To deliver support technical services and planning for future enhancement/ growth in respect of Council's information technology requirements

Business Systems Serv.

Service Function

To provide support to the City's core business systems, manage new projects and help facilitate continuous process improvement

GIS Serv.

Service Function

To provide an asset information service management system and a geographical information system

Records Serv.

Service Function

To provide a high standard of technologically advanced Records Management Services to support the needs of the user clients within the City of Cockburn, the governing function of Council and other identified external uses of the records function

[16]

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Item 8.1 Attachment 10

DAPPS 28/02/2019

POS	STRUCTURE FOR ADMINISTERING THE CITY OF COCKBURN	PSES11
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FINANCE & CORPORATE SERVICES DIVISION

Human Resource Services Business Unit

Safety and Injury Management Serv.

Service Function

To provide advice and support in the areas of safety, workers' compensation and rehabilitation

HRM/Learning & Development Serv.

Service Function

To provide policy, programs and advice which shape the workforce to ensure it is capable of achieving the business objectives now and in the future

Payroll Serv.

Service Function

To pay employees and maintain accurate information in regard to leave, personal details and entitlements

[17]

DAPPS 28/02/2019

Item 8.1 Attachment 11

Title	Public Internet Use & Wireless Access
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The purpose of this policy is to outline the City of Cockburn's commitment to serving the information access needs of the community by providing free access to the intranet through its wireless network (Cockburn Free Wi-Fi) and public computers such as those located in the City's libraries (the service).

This policy is also to ensure that users of the City's wireless network and public computers are aware of their obligations when using the service.

Policy Statement

The City of Cockburn (the City) recognises that internet access is of growing importance to an increasingly mobile community and is helping to bridge the digital divide by providing free access to the internet.

The City requires that public users (users) of the service abide by this Policy and the supporting Acceptable Use of Public Wi-Fi Internet Terms and Conditions. By using the public computers and wireless service, users acknowledge that they have read and agree to abide by this Policy and the Terms and Conditions.

Although the internet generally provides access to information that is valuable and enlightening, the user may encounter information that is controversial, offensive, disturbing, inaccurate or illegal. Apart from basic firewall filtration, the City does not actively monitor and has no control over the information available on the internet and is not responsible for the content, accuracy, or quality of information retrieved or images viewed.

The City cannot guarantee the security of the wireless network at all times. The access and use of the internet service is at the user's own risk. Access to the internet by children under the age of 16 is the responsibility of the child's parent or guardian.

The City respects the user's right to privacy and will not capture any personal information while the user is accessing the wireless internet service unless consent is granted.

The service is intended to be used in a fair and "community-minded" manner. The City prohibits use of its public computers and wireless network for illegal purposes. Unlawful activities may result in prosecution.

The following legislative framework underpins the authority of this Policy and the associated Terms and Conditions:

- Privacy Act 1988
- Copyright Act 1968
- Telecommunications Act 1997

[1]

Item 8.1 Attachment 11

DAPPS 28/02/2019

Title	Public Internet Use & Wireless Access
Policy Number (Governance Purpose)	



Strategic Link:	Information Services Strategy
Category	Business, Economy & Technology
Lead Business Unit:	Information Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



POL	PUBLIC INTERNET USE & WIRELESS ACCESS	SC59
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POLICY CODE:	SC59
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Information Services
SERVICE UNIT:	Information & Communication Technology
RESPONSIBLE OFFICER:	Manager, Information Services
FILE NO.:	182/001; 019/017
DATE FIRST ADOPTED:	8 June 2017
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	18 May 2017 24 August 2017
OCM:	

BACKGROUND:

The City of Cockburn is committed to serving the information access needs of all members of the community. The City is helping to bridge the digital divide in its community by providing to the public free wireless service to access the Internet ("the Service").

PURPOSE:

The City of Cockburn ("City") recognises that internet access is of growing importance to an increasingly mobile community and offers free public wireless service to access the Internet for basic browsing. The City's Guest Wireless ('Cockburn Free Wi-Fi') Access allows persons with wireless-enabled devices to connect to the Internet through the City's network resources. The City requires that public users ("Users") abide by the City's Public Internet Use and Wireless Access Policy ("the Policy"), as set forth herein. By use of public wireless service, Users acknowledge that they have read and agree to abide by the Policy.

POLICY:

City of Cockburn provides free wireless access to the internet through Wi-Fi. Although the Internet generally provides access to information that is valuable and enlightening, the User may encounter information that is controversial, offensive, disturbing, erroneous or illegal. Apart from basic firewall filtration, the City does not actively monitor and has no control over the information available on the Internet and

[1]

Item 8.1 Attachment 12

DAPPS 28/02/2019

POL	PUBLIC INTERNET USE & WIRELESS ACCESS	SC59
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is not responsible for the content, accuracy, or quality of information retrieved or images viewed. Access to the internet by children under the age of 16 is the responsibility of the child's parent or guardian.

As a user of the City's free Wi-Fi service to the Internet, the User must abide by the Acceptable Use of Public Wi-Fi Internet Terms and Conditions. The City cannot guarantee the security of the wireless network at all times. The access and use of the Internet service is at the user's own risk.

The City respects the user's right to privacy and will not capture any personal information while the user is accessing the wireless Internet service unless consent is granted.

To be deleted

[2]



DAPPS 28/02/2019

Item 8.1 Attachment 13

Title	Commercial Leasing of City Of Cockburn Owned or Controlled Land
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

City of Cockburn owned or controlled land and facilities may be leased and licenced to commercial businesses and retail operators at a commercially-valued rental rate, pursuant to the requirements of the *Local Government Act 1995* (WA).

The aim of the policy is to:

- Set a consistent policy framework for determining the annual rental on land
- To obtain and apply contemporary valuations for the leasing and licensing of City of Cockburn owned or controlled property to commercial organisations

Policy Statement

- (1) Under section 3.58 of the *Local Government Act 1995* (WA), the City of Cockburn (City) is required to give local public notice of any proposed commercial lease for owned or controlled land. The public notice must outline the property concerned, name the parties concerned, the annual rent to be received by the City for the lease, the market annual rental, and it must invite submissions to be made to the City within 14 days.
- (2) When determining the market annual rental, a sworn Valuer will be requested to value the land, and the GRV or Unimproved Value of the land will be used as the basis of determining the annual rental. Each case will be considered on its merits. Section 3.58 of the LGA requires the City to ensure contemporary valuations are undertaken, being no more than 6 months before the commencement of the lease, unless it is determined at a Council meeting on recommendation by the Council that the valuation is to be a true indication of the value at the time of the lease commencement.
- (3) If the value of the lease transaction is less than \$750,000 (in total over the term of the lease), then the City is to provide Elected Members at least 14 days prior notice of an intent to enter into a commercial lease in accordance with Delegated Authority LGAFCS9. If the value of the lease transaction is more than \$750,000 (in total over the term of the lease), then the City is to provide a report to Council to seek approval to lease.

[1]

Item 8.1 Attachment 13

DAPPS 28/02/2019

Title	Commercial Leasing of City Of Cockburn Owned or Controlled Land
Policy Number (Governance Purpose)	



Strategic Link:	Land Management Strategy
Category	Planning – Land Administration
Lead Business Unit:	Land & Lease Administration
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



POL	PROCESS FOR LEASING & LICENCING - CITY OF COCKBURN OWNED OR CONTROLLED PROPERTY FOR RECREATIONAL OR COMMUNITY PURPOSES	APD85
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POLICY CODE:	APD85
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Strategic Planning
SERVICE UNIT:	Land & Lease Administration
RESPONSIBLE OFFICER:	Manager Strategic Planning
FILE NO.:	182/001
DATE FIRST ADOPTED:	10 March 2016
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	APD59
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	25 February 2016 23 November 2017
OCM:	

BACKGROUND:

City of Cockburn owned or controlled land and facilities are leased and licenced to various associations/organisations, including not-for-profit groups and Government organisations providing recreational, education, community and health services. These arrangements are broadly considered non-commercial type relationships with the City, and are dealt with generally under the banner of recreational or community purpose type leases.

PURPOSE:

To set a consistent policy framework for the leasing and licensing of City of Cockburn owned or controlled property to community, recreation and Government associations/organisations. To also promote the shared optimal use arrangement of City of Cockburn facilities.

This policy does not relate to commercial type leasing arrangements, which are dealt with under the auspices of the Local Government Act 1995.

POLICY:

- (1) Not-for- Profit Associations/organisations leasing land or a facility will generally be charged a peppercorn rent on the proviso that the lessee will be responsible for the facility's outgoings and internal (non-structural) maintenance as per the following:

[1]

Item 8.1 Attachment 14

DAPPS 28/02/2019

POL	PROCESS FOR LEASING & LICENCING - CITY OF COCKBURN OWNED OR CONTROLLED PROPERTY FOR RECREATIONAL OR COMMUNITY PURPOSES	APD85
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1. Water;
2. Electricity;
3. Gas;
4. Emergency Services Levy;
5. Security;
6. Rubbish charges;
7. Cleaning;
8. Costs of maintaining and replacing fixtures and fittings, regardless of 'fair wear and tear', up to an amount of \$1,000 per single item verified by a City of Cockburn sourced quotation [i.e. no cumulative addition of items to exceed this threshold whatsoever – see (5) below];
9. Internal painting;
10. Damage caused by the negligence of the lessee's invitees, guests, members or persons associated with the use and/or hiring of the facility by the tenant (and associated security costs).

Where there are common areas within a shared facility, associations / organisations which exist within the facility will equally contribute to the costs of these common areas per the schedule of items a) to j).

- (2) Any Government association / organisation is generally expected to pay a market rent. However, subject to a Council decision, there is discretion to consider circumstances where it may be appropriate to reduce or remove the requirement to pay rent. Such circumstances may include:
 1. Where there is a facility objective to create a community hub with allied support services;
 2. Where there is a demonstrable community need to attract and retain the allied support service to the area, such as Child Health Clinics.
- (3) Certain forms of not-for-profit associations / organisations, which are deemed to have the capacity to pay rent by virtue of their funding model and/or income stream, may also be required to pay a form of rent and/or rates. Any discussions in respect of charging rent, rates etc. may occur at the commencement of a new lease, or at the subsequent renewal of the lease agreement, at the discretion of the City of Cockburn.
- (4) All leases and licences will be subject to annual rent reviews based on CPI increases and/or market rent reviews. Note this is primarily relevant to those under (2) and (3) above.
- (5) Except for associations/organisations which are paying rent [i.e. those falling under provisions (2) and (3) above], the City of Cockburn will generally be responsible for the following maintenance:

[2]

POL	PROCESS FOR LEASING & LICENCING - CITY OF COCKBURN OWNED OR CONTROLLED PROPERTY FOR RECREATIONAL OR COMMUNITY PURPOSES	APD85
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1. Structural maintenance e.g. cracks in walls, leaks in roofs, ceilings;
 2. Costs of maintaining and replacing fixtures and fittings over the value of \$1,000 per single item;
 3. Fire equipment & emergency exit services;
 4. Tree removal and major tree pruning;
 5. External obligations e.g. car parks, roads, footpaths;
 6. Other duties as may be determined, however these terms will be outlined in the report for the Elected Members Newsletter, or Ordinary Council if required.
- (6) New tenants may receive a total term of up to 5 years, including any options to renew (i.e. 2 year + 3 years). Renewing tenants may receive a total length of term of up to 10 years, based upon their performance as a tenant. A tenant will only be given a longer term lease (ie. 10 years + 10 years) if they are able to demonstrate a genuine reason for their request, subject to a Council decision. Reasoning may include:
1. If they are contributing large sums of money to upgrade/renovate the facility; or
 2. If they are applying for a grant or funding which requires longer tenure
- (7) All tenants will be required to arrange:
1. public liability insurance to a minimum value of \$20,000,000.00,
 2. contents insurance of assets owned by them; and
 3. workers compensation insurance
- Generally, the City will take out and maintain building insurance, however the City retains the discretion to pass on the costs of building insurance to the tenant.
- (8) All tenants will be required annually to provide information to the Leasing & Licensing Officer to assist with accurate records of office holder contact details, financial data, and occupancy statics. They will also be subject to annual facility inspections to ensure maintenance obligations are being met.
- (9) All community facilities undertaken by the City of Cockburn are generally to be based upon a shared-use model. This will require careful thought about areas within facilities which are common areas (such as toilets, kitchens, parking and lobby areas) versus areas which will be exclusive to the associations / organisations at the facility.

[3]

Item 8.1 Attachment 15

DAPPS 28/02/2019

POL	RENEWAL OF LEASES AND LICENSES FOR COUNCIL OWNED OR CONTROLLED PROPERTY	APD87
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POLICY CODE:	APD87
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Strategic Planning
SERVICE UNIT:	Leasing & Land Administration
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	8 June 2006
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	APD60
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 May 2012 24 November 2016 23 November 2017
OCM:	11 March 2010 14 June 2012 8 December 2016

BACKGROUND:

Council has a number of leases with community and private organisations that from time to time require to be renewed.

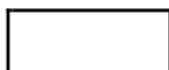
PURPOSE:

To ensure the renewal of leases and licenses for the use of Council land and buildings are carried out expeditiously.

POLICY:

- (1) The Chief Executive Officer is authorised to renew a lease and license agreement with an entity provided that:
1. the lessee or licensee has adhered to the terms and conditions of the previous agreement;
 2. the terms and conditions of the new lease/licence agreement are essentially similar to the terms and conditions of the previous lease/licence agreement;
 3. the new lease or license agreement term is no longer than 5 years.

[1]



POL	RENEWAL OF LEASES AND LICENSES FOR COUNCIL OWNED OR CONTROLLED PROPERTY	APD87
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- (2) The Chief Executive Officer provide Elected Members at least 14 days prior notice of an intent to renew a lease or license in accordance with this Delegated Authority.
- (3) The Leasing Officer is to complete the document 'Request for Approval by CEO under Delegated Authority in accordance with Policy AFCS6' and forward to CEO for consideration.
- (4) Property and Lands Officer to be provided with copy of 'Request for Approval by CEO under Delegated Authority in accordance with Policy AFCS6' if approved, to prepare the new lease or licence.

To be deleted

[2]

Item 8.1 Attachment 15

DAPPS 28/02/2019

**REQUEST FOR APPROVAL BY CEO UNDER DELEGATED
AUTHORITY IN ACCORDANCE WITH POLICY AFCS6**

PROPERTY:	_____

LESSEE DETAILS:	_____
FILE NUMBER:	_____ DATE: _____
OFFICER:	_____

1. Conditions required to be answered by Officer prior to consideration by the Chief Executive Officer:

(a) Has the Lessee/Licensee adhered to the terms and conditions of the previous agreement:

Yes / No

(b) Are the terms and conditions of the new lease/license agreement essentially similar to the terms and conditions of the previous lease/license:

Yes/No

(c) The new lease/license agreement term must not be longer than 5 years:

Term _____ years

(d) Is the lease/license subject to the requirements of Section 3.58 of the *Local Government Act 1995*:

Yes/No

(If the answer is 'yes' the lease/license cannot be renewed under this Delegated Authority)

2. The Chief Executive Officer is to provide Elected Members at least 14 days prior notice of the intent to renew a lease or license in accordance with this Delegated Authority.

Date of Notice _____

3. Approved/Not Approved

Chief Executive Officer

Dated



DAPPS 28/02/2019

Item 8.1 Attachment 16

Title	Prohibition of Exotic Animals in Circuses
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The purpose of this policy is to adopt a position on circuses acceptable to operate within the City of Cockburn district.

Policy Statement

- (1) The City of Cockburn disapproves of circuses with exotic animals as a form of entertainment.
- (2) The City of Cockburn allows circuses without exotic animals to operate on City controlled land subject to the following conditions:
 1. The circus complies with current Western Australian legislation relevant to the welfare of animals, health, planning and public buildings.
 2. The circus demonstrating full compliance with all requirements of Public Liability Insurance. Certification must be presented with the application.
 3. The circus is required to adhere to the Animal Welfare Act – Code of Practice for the conduct of circuses in Western Australia (March 2003) and should there be any breaches or claims of breaches brought to the attention of the City the matter will be referred to the Royal Society for the Prevention of Cruelty to Animals W.A. Inc.
 4. The circus having in place a suitable Management Policy, Emergency Procedures and Safety Policy to ensure the full safety of the public to the satisfaction of Council.
 5. The circus owners provide to the City before the circus is held, a certificate from a Qualified Structural Engineer certifying that temporary structures including the seating and animal training performance cages are safe and secure.
 6. At the request of the City a traffic management plan is submitted to the City's satisfaction.
 7. Circuses are charged the appropriate hire fees and bond as set by the schedule of fees and charges.
- (3) The Chief Executive Officer is authorised to make decisions on Circuses Applications.

[1]

Item 8.1 Attachment 16

DAPPS 28/02/2019

Title	Prohibition of Exotic Animals in Circuses
Policy Number (Governance Purpose)	



Strategic Link:	Community, Lifestyle & Security
Category	Sport and Recreation
Lead Business Unit:	Recreation and Community Safety
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



POL	APPROVAL TO CONDUCT CIRCUSES	ACS3
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POLICY CODE:	ACS3
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	182/001
DATE FIRST ADOPTED:	21 October 1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS3
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	23 September 2003 26 July 2012	28 August 2014 25 August 2016
OCM:	21 October 2003 9 August 2012	11 September 2014

BACKGROUND:

The City's Policy of allowing Circuses with exotic animals to perform within its district has been reviewed on many occasions in an attempt to arrive at a policy acceptable to Council.

PURPOSE:

For Council to adopt a position that disapproves of Circuses with exotic animals as a form of entertainment within its District.

POLICY:

That the City allow circuses without exotic animals to operate on City controlled land subject to the following conditions:

- (1) The circus complies with current Western Australian legislation relevant to the welfare of animals, health and public buildings.
- (2) The circus demonstrating full compliance with all requirements of Public Liability Insurance. Certification must be presented with the application.
- (3) The circus is required to adhere to the Animal Welfare Act – Code of Practice for the conduct of circuses in Western Australia (March 2003) and should there be any breaches or claims of breaches brought to the attention of the

[1]

Item 8.1 Attachment 17

DAPPS 28/02/2019

POL	APPROVAL TO CONDUCT CIRCUSES	ACS3
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City the matter will be referred to the Royal Society for the Prevention of Cruelty to Animals W.A. Inc.

- (4) The circus having in place a suitable Management Policy, Emergency Procedures and Safety Policy to ensure the full safety of the public to the satisfaction of Council.
- (5) The circus owners provide to the City before the circus is held, a certificate from a Qualified Structural Engineer certifying that temporary structures including the seating and animal training performance cages are safe and secure.
- (6) At the request of the City a traffic management plan be submitted to the City's satisfaction.
- (7) Circuses be charged the appropriate ground fee and bond.

[2]



DAPPS 28/02/2019

Item 8.1 Attachment 18

DA	APPROVAL TO CONDUCT CIRCUSES	ACS3
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DELEGATED AUTHORITY CODE:	ACS3
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Manager, Recreation & Community Safety
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
POLICY REF.:	ACS3
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 26 July 2012 28 August 2014	26 May 2016 25 August 2016
OCM:	9 April 2009 9 August 2012	11 September 2014 9 June 2016

FUNCTION DELEGATED:

Authority to approve Circuses performing on City controlled land within the City of Cockburn.

CONDITIONS/GUIDELINES:

- (1) As provided for in Council Policy ACS3.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under Conditions (1) and (2) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy ACS3 "Approval To Conduct Circuses" refers.

DELEGATE:

Chief Executive Officer.

DELEGATE/S AUTHORISED:

N/A

[1]

Item 8.1 Attachment 19

DAPPS 28/02/2019

Title	Establishment of Markets on Land Owned and Controlled by the City of Cockburn
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The purpose of this policy is to:

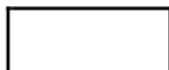
1. To provide guidance to commercial operators and not for profit entities on the requirements the City has in respect to the establishment of markets on land owned or controlled by the City.
2. To ensure that markets that are held on City owned or managed land, do not adversely impact on local businesses, but are successful, sustainable and appropriately accessible to the public.

Policy Statement

The City will consider requests for markets to be held on reserves, whereby the Administration will determine whether markets are deemed a compliant land use for the activity on which the proposed markets are to be established. The criteria to assess market applications are dependent on the number of bookings as follows:

- (1) Bookings of between one (1) and five (5) occasions per calendar year
 1. Bookings will be accepted for active and passive reserves.
 2. A notification to residents to be carried out to those living within 100 metres from the proposed site. The notification to include a proposed location, start date, finish date, frequency, start and finish times, the availability of toilets / parking and number of stall holders.
 3. A traffic management plan to be provided that demonstrates access to the site and sufficient parking to meet the anticipated demands.
 4. A survey of local businesses within one (1) kilometre of the proposed site to be carried out.
 5. Demonstrate that there are sufficient ablution, power and water facilities on site or they will be provided by the proponent.
 6. Provision of a plan that demonstrates that waste generated on the site can be disposed of.
 7. For profit entities with a license shall be required to pay a fee of \$5.00 per market stall per occasion, to cover the cost of administration and the use of City land. This fee will be in addition to any applicable ground/reserve hire charges.
 8. All other planning, building and health approvals as required.
- (2) Bookings of six (6) or more occasions per calendar year

[1]



DAPPS 28/02/2019

Item 8.1 Attachment 19

Title	Establishment of Markets on Land Owned and Controlled by the City of Cockburn
Policy Number (Governance Purpose)	



1. Bookings will be accepted for passive reserves only
2. All applications require a Development Application.
3. A survey of local residents to be carried out to those living within 100 metres from the proposed site. The survey to include proposed location, start date, finish date, frequency, start and finish times, the availability of toilets / parking and number of stall holders
4. A traffic management plan to be provided that demonstrates access to the site and sufficient parking to meet the anticipated demands
5. A survey of similar type local businesses within one (1) kilometre of the proposed site to be carried out
6. Demonstrate that there are sufficient ablution, power and water facilities on site or will be provided by the proponent
7. Provision of a plan that demonstrates that waste generated on site can be disposed of
8. For profit entities with a license shall be required to pay a fee of \$5.00 per market stall per occasion, to cover the cost of administration and the use of City land. This fee will be in addition to any applicable ground/reserve hire charges
9. All other planning, building and health approvals as required.

(3) Definitions

Active Reserve: public open space that is used for organised sports, generally hired by sporting clubs.

Booking: single date of market.

Market: A gathering of people for the purchase and sale of food and goods.

Passive Reserve: public open space not used for organised sports.

Strategic Link:	Community, Lifestyle and Security
Category	Sport and Recreation
Lead Business Unit:	Recreation and Community Safety
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

Item 8.1 Attachment 20

DAPPS 28/02/2019

POS	ESTABLISHING MARKETS ON LAND OWNED OR CONTROLLED BY THE CITY OF COCKBURN	PSCS18
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POSITION STATEMENT CODE:	PSCS18
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	036/004; 182/002
DATE FIRST ADOPTED:	10 March 2016
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	Nil.
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	25 February 2016 25 August 2016 24 August 2017
OCM:	10 March 2016 8 September 2016

BACKGROUND:

There has been a growth across Metropolitan Perth in demand for growers markets and other short term pop up style markets. These markets can be instigated by private individuals to operate a "for profit business" or instigated by not for profit community organisations.

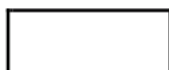
Stalls that operate on private land are required to seek the requisite statutory approvals such as planning and health approvals. There have been approaches made for such stalls to be established on land owned or controlled by the City of Cockburn.

PURPOSE:

1. To provide guidance to commercial operators and not for profit entities on the requirements the City has in respect to the establishment of markets on land owned or controlled by the City.
2. To ensure that markets that are held on City owned or managed land, do not adversely impact on local businesses, but are successful, sustainable and appropriately accessible to the public.

Market definition – A gathering of people for the purchase and sale of food, entertainment.

[1]



POS	ESTABLISHING MARKETS ON LAND OWNED OR CONTROLLED BY THE CITY OF COCKBURN	PSCS18
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POSITION:

The City will consider requests for markets to be held on reserves, whereby the Administration will determine whether markets are deemed a compliant land use for the activity on which the proposed markets are to be established if the application addresses the following criteria:

Bookings of five (5) or less per calendar year and more than one (1):

- (1) Bookings will be accepted for active and passive reserves
- (2) A notification to resident's to be carried out to those living within a 100m from the proposed site. The notification to include a proposed location, start date, finish date, frequency, start and finish times, the availability of toilets and parking and number of stall holders.
- (3) A traffic management plan to be provided that demonstrates access to the site and sufficient parking to meet the anticipated demands.
- (4) A survey of local businesses within 3 Km of the proposed site to be carried out.
- (5) Demonstrate that there are sufficient ablution, power and water facilities on site or will be provided by the proponent.
- (6) Provision of a plan that demonstrates that waste generated on the site can be disposed of.
- (7) For profit entities with a license shall be required to pay a fee of \$5 per market stall per occasion, to cover the cost of administration and the use of City land. This fee will be in addition to any applicable ground/reserve hire charges.
- (8) All other approvals as required under the Food Act 2008 and Health (Public Buildings) Regulations 2008.

The primary purpose for an active reserve is to accommodate sports club hire which has been approved by the City. Consideration for active reserves will be dependent on availability and potential wear and tear that could negatively impact on the sport club use of the reserve

Bookings of 6(six) or more per calendar year:

- (1) Bookings will be accepted for passive reserves only
- (2) A survey of local resident's to be carried out to those living within 100m from the proposed site. The survey to include proposed location, start date, finish

[2]

POS	ESTABLISHING MARKETS ON LAND OWNED OR CONTROLLED BY THE CITY OF COCKBURN	PSCS18
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date, frequency, start and finish times, the availability of toilets and parking and number of stall holders

- (3) A traffic management plan to be provided that demonstrates access to the site and sufficient parking to meet the anticipated demands
- (4) A survey of similar type local businesses within 1km of the proposed site to be carried out
- (5) Demonstrate that there are sufficient ablution, power and water facilities on site or will be provided by the proponent
- (6) Provision of a plan that demonstrates that waste generated on site can be disposed of
- (7) For profit entities with a license shall be required to pay a fee of \$5 per market stall per occasion, to cover the cost of administration and the use of City land. This fee will be in addition to any applicable ground/reserve hire charges
- (8) All other approval as required under the Food Act 2008 and Health (Public Buildings) Regulations 2008

[3]



DAPPS 28/02/2019

Item 8.1 Attachment 21

Title	Pedestrian Accessway Closures
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

The purpose of this Policy is to provide understanding to Council on the matters that the City's Officers will take into consideration when evaluating a proposal to close a Pedestrian Access Way (PAW).

Policy Statement

- (1) Pedestrian access ways (PAW's) are a feature of many past residential subdivisions in the City of Cockburn (the City). PAW's have an important role in providing access to community facilities and services and form an integral part of the pedestrian and cyclist movement system within residential areas.
- (2) It is acknowledged however that in some cases PAW's are perceived to have facilitated crime and antisocial behaviour. This often results in requests being made by residents living near or adjacent to a PAW for the PAW to be closed. Most, if not all, PAW's are used legitimately by the public, so requests to close PAW's create difficult evaluation considerations between these two issues.
- (3) Recent State Government initiatives, such as the Metropolitan Transport Strategy, Perth Bicycle Network Plan and Metropolitan Pedestrian Strategy, aim to reduce the use of the private car and promote the alternatives of public transport, cycling and walking. In terms of the structure of an urban area, Liveable Neighbourhoods Edition 4 also recognises that a walkable neighbourhood with a convenient and accessible movement network is essential if objectives of environmental sustainability are to be met. In view of the greater emphasis on walking and cycling in State Government policy, the City should ensure that efficient and effective pedestrian/cyclist movement systems will not be adversely affected by closing a PAW.
- (4) Accordingly, in considering requests to close a PAW, the City must balance the concerns of residents living near a PAW against the wider community need for the PAW to provide safe pedestrian movement – especially for children and the elderly.
- (5) For this reason PAW closures should always be considered as an absolute last resort, and only where security upgrades (lighting, landscaping, and fencing) have been proven to be ineffective and where the PAW has been judged as a non-critical element of the pedestrian and cyclist movement network should a recommendation for closure proceed.
- (6) Subject to an initial assessment indicating that it is possible to progress to a full investigation and the payment of the administration fee, the City's Officers will undertake the process as detailed in the Procedure "Pedestrian Access Way

[1]

Item 8.1 Attachment 21

DAPPS 28/02/2019

Title	Pedestrian Accessway Closures
Policy Number (Governance Purpose)	



Closures". At the conclusion of the investigation a report will be presented to Council for their consideration. The results of the assessment of the request to close the PAW undertaken will include but not be limited to the following:

1. The comments from servicing authorities, including the cost of moving services, if necessary, from the PAW;
2. The costs of works to provide a viable alternative access route or other remedies to ensure walkability is not adversely effected (e.g. relocation of a bus stop);
3. The number and details of submissions for and against the closure;
4. The recommendations of the Department of Planning, Lands & Heritage from both a land and statutory planning perspective
5. Alternative strategies including the possible review of the R-Coding of lots adjacent to a PAW to allow development of the rear portion of these lots with access from the PAW to increase usage and surveillance; and
6. Any alternative to closure being re-vestment of PAW to public utilities reserve with barriers and gates in situations where infrastructure prevents permanent closure or situations where the demographic profile of the surrounding area is expected to change allowing a future review of the closure.

Strategic Link:	Land Management Strategy
Category	Planning – Land Administration
Lead Business Unit:	Strategic Planning
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



POL	PEDESTRIAN ACCESS WAY CLOSURES	APD21
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POLICY CODE:	APD21
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Strategic Planning
SERVICE UNIT:	Land & Lease Administration
RESPONSIBLE OFFICER:	Property & Lands Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	7

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 September 2012	26 February 2015
	31 January 2013	26 November 2015
	22 August 2013	23 November 2017
OCM:	9 April 2009	12 September 2013
	11 October 2012	12 March 2015
	14 February 2013	10 December 2015

BACKGROUND:

Pedestrian access ways ("PAW's") are a feature of many past residential subdivisions in the City of Cockburn (the City). PAW's have an important role in providing access to community facilities and services and form an integral part of the pedestrian and cyclist movement system within residential areas.

It is acknowledged however that in some cases PAW's are perceived to have facilitated crime and antisocial behaviour. This often results in requests being made by residents living near or adjacent to a PAW for the PAW to be closed. Most, if not all, PAW's are used legitimately by the public, so requests to close PAW's create a difficult balancing situation between these two issues.

Recent State Government initiatives, such as the Metropolitan Transport Strategy, Perth Bicycle Network Plan and Metropolitan Pedestrian Strategy, aim to reduce the use of the private car and promote the alternatives of public transport, cycling and walking. In terms of the structure of an urban area, Liveable Neighbourhoods Edition 4 also recognises that a walkable neighbourhood with a convenient and accessible movement network is essential if objectives of environmental sustainability are to be met. In view of the greater emphasis on walking and cycling in State Government policy, the City should ensure that efficient and effective pedestrian/cyclist movement systems will not be adversely affected by closing a PAW.

Accordingly, in considering requests to close a PAW, the City must balance the concerns of residents living near a PAW against the wider community need for the PAW To provide safe pedestrian movement – especially for children and the elderly.

[1]

Item 8.1 Attachment 22

DAPPS 28/02/2019

POL	PEDESTRIAN ACCESS WAY CLOSURES	APD21
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For this reason PAW closures should always be considered as an absolute last resort, and only where security upgrades (lighting, landscaping, fencing) have been proven to be ineffective and where the PAW has been judged as a non-critical element of the pedestrian and cyclist movement network. This Policy seeks to deal with these and other related issues.

PURPOSE:

The purpose of this Policy is to provide guidance to the City when evaluating a proposal to close a PAW and to guide applicants on the matters the City will take into consideration when evaluating a proposal to close a PAW.

POLICY:

The following procedures should be implemented in respect of a proposal to close a PAW:

(1) Initiation of Proposal

1. Residents seeking to have a PAW closed should be advised of the following information:
2. A request in writing asking for the PAW to be closed needs to be provided to the City. The request needs to be supported by justification for the closure (e.g. details of nuisance experienced) and signed by at least two of the landowners abutting the PAW;
3. The written request must be accompanied by the completed Application and Advertising Fee as detailed in the current Fees & Charges Schedule.
4. Forward a copy of the following the applicants to assist them to understand the process which will be followed following their application:
 - (a) City of Cockburn Policy APD21;
 - (b) Department of Regional Development and Lands (Closure of Pedestrian Access Ways and Right of Way Having a Connectivity Function – Procedural Guidelines; and
 - (c) Western Australian Planning Commission (WAPC) Planning Bulletin No. 57A (Closure of Pedestrian Access Ways – Planning Considerations.
5. Should the proposal be recommended by the City following detailed assessment and consideration, there is still a process of State Government approval required to be obtained. The City's approval

[2]

POL	PEDESTRIAN ACCESS WAY CLOSURES	APD21
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cannot be considered the final approval required for the PAW closure to proceed.

6. In addition to the City, approval is required from the Department of Planning, who will consider the issue from a planning perspective and whether it should be supported.
7. If all approvals are secured, then landowners abutting the PAW will be required to advise in writing that they are prepared to purchase the land and meet all costs in doing this. If this isn't obtained then it is likely that the State Government's Department of Regional Development and Lands, being the agency managing crown land, will not proceed with the PAW closure. The Department of Regional Development and Lands will determine the purchase price and other costs associated with the PAW's closure.

(2) Assessment of Proposal

Upon receipt of a request to close a PAW an assessment of the following characteristics of the PAW is to be completed:

1. Confirm by searching the Certificate of Title or Plan/Diagram the current owner of the land. If the land is in private ownership ascertain if it is a private laneway or a PAW that is privately owned by eg Department of Housing.
 - (a) If it is a private laneway the City has no control over this land and the applicant will be required to contact the owner themselves.
 - (b) If it is a PAW and privately owned the City does not need to be involved – officers can recommend that the applicant applies directly to the owner and follow the process to close it. It would be useful to send the applicants a copy of the two documents as detailed in (10) below to assist them with the process.
 - (c) If the City is to be involved in the process of the closure of a PAW that is privately owned the process to investigate the proposal will remain the same however, confirmation from the owner and others with an interest (see section 167A of the Transfer of Land Act 1983) of the land that they wish to close the PAW must be obtained. The Officer is to follow the below procedure to ascertain the status of probability that it can be closed/not closed. Complete the report and attach the Closure Report to an Application for Subdivision (Form 1A) and forward to WAPC. Follow the procedure as detailed in any Subdivision Application.

[3]

POL	PEDESTRIAN ACCESS WAY CLOSURES	APD21
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2. Assess the location of the PAW in relation to community facilities and services. Community facilities and services include:
 - (a) Schools;
 - (b) Shops;
 - (c) Public open space areas;
 - (d) Public transport routes and stopping points;
 - (e) Other facilities (libraries, community centre, child care, churches, recreation premises).

In this regard a walkable catchment diagram should be produced to illustrate the impact of the proposed closure on access to facilities and services.

3. The role of the PAW and whether it forms either:
 - (a) A continuous link as part of an overall access route or a Cockburn Bike Plan route;
 - (b) A single access link - where the PAW does not form part of a continuous access route.
4. Whether the PAW is in close proximity to seniors' accommodation/aged persons homes and provides access to community facilities or services;
5. The degree of nuisance experienced by residents living near the PAW;
6. The availability of a viable alternative access route, which is defined as a walkable route that is not a substantially greater distance to community facilities and services than that provided by the PAW and is safe and provides good pedestrian amenity;
7. The alternatives to closure of a PAW, including the options for:
 - (a) Increasing lighting to the PAW;
 - (b) Obstructing access to the PAW to restrict pedestrian/vehicle flow;
 - (c) Increasing the fence height of the adjoining properties;
 - (d) Locking the PAW between certain hours;
 - (e) Security patrols;
 - (f) Eliminating visual obstructions including overhanging vegetation.
8. Identification and costing of works that may be required to minimise the impact of the PAW closure, including but not limited to construction of footpaths and relocation of bus stops;
9. Any other relevant factor (e.g. car ownership, disabled access).

[4]



POL	PEDESTRIAN ACCESS WAY CLOSURES	APD21
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10. Contact servicing authorities seeking their comments on the closure proposal and an estimation of all costs involved;
11. Distribute letters to the properties likely to be affected by the closure requesting comments on the closure proposal. This includes those adjacent to the PAW and those considered likely to regularly use the PAW;
12. Erect a sign at either end of the PAW advising of the proposal for its closure and the opportunity to comment and place a notice in a local paper circulating in the district;

(3) Conclusion – Council Report

At the conclusion of the consultation period prepare a report for Council's consideration detailing:

1. The results of the assessment of the request to close the PAW undertaken under Points 2.2 to 2.9;
2. The comments from servicing authorities, including the cost of moving services, if necessary, from the PAW;
3. The costs of works to provide a viable alternative access route or other remedies to ensure walkability is not adversely effected (e.g. relocation of a bus stop);
4. The number of submissions for and against the closure;
5. Alternative strategies including the possible review of the R-Coding of lots adjacent to a PAW to allow development of the rear portion of these lots with access from the PAW to increase usage and surveillance;
6. Alternative to closure being revestment of PAW to public utilities reserve with barriers and gates in situations where infrastructure prevents permanent closure or situations where the demographic profile of the surrounding area is expected to change allowing a future review of the closure.

(4) Recommendation is for Closure, the City will:

Where Council resolves to recommend that the Minister for Lands close the PAW, the City will:

1. Advise those persons who made a submission of Council's decision;

[5]

Item 8.1 Attachment 22

DAPPS 28/02/2019

POL	PEDESTRIAN ACCESS WAY CLOSURES	APD21
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2. Prepare a report for submission to the WAPC addressing considerations highlighted in Planning Bulletin No. 57A.
- (5) Recommendation is that the Minister for Lands revests the PAW to a Reserve for public utilities, the City will:
 1. Advise those persons who made a submission of Council's decision;
 2. Prepare a report for submission to the WAPC addressing considerations highlighted in Planning Bulletin No. 57A.
- (6) Recommendation is that it is inappropriate to close the PAW:
 1. Under the criteria listed in Point 2 and none of the alternatives listed under Point 2.7 are considered viable, the request is deemed refused and all applicants and submissioners are to be advised of Councils decision;
 2. Under the criteria listed in Point 2, but one or more of the alternatives listed under Point 2.7 are considered viable and the works required can be met within existing budgets, liaison with relevant owners should occur to ascertain if they will accept these works as resolution to the problem.
- (7) If Council resolves to close the PAW following a recommendation to keep it open, the City will:
 1. Submit a report to WAPC reflecting the Officer recommendation and detailing the amended Council decision and supporting reasons for the amended decision.
- (8) If consent to closure or revestment is received from the WAPC, the City will:
 1. Advise those persons who made a submission of the WAPC decision;
 2. In the case of closure, request a valuation of the PAW from Department of Regional Development and Lands and then forward the result to the affected landowners;
 3. Provide a schedule of costs associated with the closure to the affected landowners, seeking agreement to meet costs;

Closure costs may include, but are not limited to, the following:

 - a. Works to relocate services;
 - b. State Land Services / Landgate valuation fees;
 - c. Surveying fees;
 - d. Land acquisition and associated fees;

[6]



POL	PEDESTRIAN ACCESS WAY CLOSURES	APD21
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- e. Advertising of the proposal;
 - f. Council administration fee;
 - g. Works to provide alternative access routes;
 - h. Relocation of bus stops.
4. In the case that WAPC consent to revestment, request that the Department of Regional Development and Lands proceed to revest the PAW to a reserve for public utilities with the management order to the City of Cockburn.
- (9) Officers are to refer to the procedures and guidelines as detailed in:
- 1. Department of Regional Development and Lands (*Closure of Pedestrian Access Ways and Right of Way Having a Connectivity Function – Procedural Guidelines*); and
 - 2. Western Australian Planning Commission Planning Bulletin No. 57A (*Closure of Pedestrian Access Ways - Planning Considerations*).

[7]

Item 8.1 Attachment 23

DAPPS 28/02/2019

POS	JOINT DEVELOPMENT OF COMMUNITY FACILITIES	PSCS9
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POSITION STATEMENT CODE:	PSCS9
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 July 2012 28 August 2014 25 August 2016
OCM:	1997 9 August 2012 11 September 2014

BACKGROUND:

Traditionally, public authorities have been responsible for the provision of community based facilities and, therefore, the provision of these have been entirely dependent on the ability of publicly provided funds.

PURPOSE:

To encourage proponents of community facilities to negotiate the provision of these facilities with Council on a resource shared basis.

POSITION:

Council supports the concept of joint development of community facilities with other contributing organisations.

[1]



DAPPS 28/02/2019

Item 8.1 Attachment 24

POS	JANDAKOT AIRPORT	PSPD7
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POSITION STATEMENT CODE:	PSPD7
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Development Services
SERVICE UNIT:	Health Services
RESPONSIBLE OFFICER:	Manager, Health Services
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 December 2017
ATTACHMENTS:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013	26 November 2015
	22 August 2013	23 November 2017
	26 February 2015	
OCM:	14 February 2013	12 March 2015
	12 September 2013	10 December 2015

BACKGROUND:

There is a responsibility to ensure that buildings and structures approved by the Council in the vicinity of Jandakot Airport do not interfere with the safe operation of the airport. Purchasers of land in the vicinity of the airport should be made aware of the potential noise impact of the airport prior to purchase.

PURPOSE:

A maximum height exists for buildings in the vicinity of Jandakot Airport. Development applications need to be referred to the Jandakot Airport Holdings for approval.

POSITION STATEMENT

(1) Development Control

The plan entitled "Structures Height Control Contours" (FS-5930 Sht 11 A1 - City of Cockburn File 1211) as provided by the Airport Lessee has been adopted to control the height of buildings and structures in the vicinity of Jandakot Airport. Developments within the area denoted on the plan are to be referred to the Lessee for their approval in accordance with the Federal Airports Act Regulations.

[1]

Item 8.1 Attachment 24

DAPPS 28/02/2019

POS	JANDAKOT AIRPORT	PSPD7
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(2) Noise Impact Area Signage

The noise impact area is based on the 2005 20 ANEF Contour and Australian Standard AS 2021-1994 which indicates that residential development in areas with noise exceeding this level is permitted subject to conditions or is unacceptable.

Noise impact area advisory signs shall be 1500mm wide by 1050mm high in the form and detail set out on the attachment to the Policy.

The Airport Lessee, with approval of the Council, may erect and maintain signs in accordance with the following requirements:

1. Council is not liable for any costs of installation or maintenance.
2. The Noise Impact Area signs be placed in the locations where signs have been previously erected in accordance with subdivision approval conditions.
3. The placement of signs in other locations on Council controlled land will be considered within the policy area on request.
4. No signs are to be erected outside the policy area.

(3) Subdivision Conditions

For each residential subdivision of three or more lots the Western Australian Planning Commission will be requested to impose conditions to:

1. Require the subdivider to consult with the Airport Lessee as to the need to place advisory signs and if requested by the Airport Lessee pays the cost of installing the number of signs specified.
2. Place memorials on title advising landowners of the potential for aircraft noise to affect their land.

[2]



Item 8.2

DAPPS 28/02/2019

8.2 (2019/MINUTE NO 0003) COUNCIL MEETINGS POLICY**Author(s)** J Ngoroyemoto

Attachments

1. Proposed Policy - Council Meetings [↓](#)
2. Policy - AC2-Seating Arrangements for Council Meetings (to be deleted) [↓](#)
3. Position Statement - PSES7-Reports to Council (to be deleted) [↓](#)
4. Policy - SC28-Proposed Amendments by Elected Members to Recommendations for Council Meetings (to be deleted) [↓](#)
5. Policy - SC3-Council Meetings (to be deleted) [↓](#)
6. Position Statement - PSES12-Provision of Committee Business Papers to Elected Members (to be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the proposed Council Meetings policy; and
- (2) delete the following Council policies and position statements:
 1. ACS2 – Seating Arrangements for Council Meetings Policy
 2. PSES7 – Reports to Council Position Statement
 3. SC28 – Proposed Amendments by Elected Members to Recommendations for Council Meeting Policy
 4. SC3 - Council Meetings Policy, and
 5. PSES12 – Provision of Committee Business Papers to Elected Members

as shown in the attachment to the Agenda.

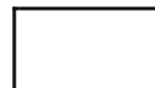
COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0**Background**

This policy has been reviewed as part of the organisational policy and position statement review. The review is complete and is therefore submitted for consideration at this Meeting.



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Item 8.2

Submission

N/A

Report

Council adopted the City of Cockburn Standing Orders 2016 and this proposed policy is designed to provide further clarification for any Council Meeting related issues that are covered in general in the Standing Orders. The proposed policy provides requirements and standards for Council Meetings and Standing Committee Meetings.

Below are the current policies that relate to Council Meetings, which are proposed for amalgamation into one policy:

- ACS2 – Seating Arrangements for Council Meetings Policy
- PSES7 – Reports to Council Position Statement
- SC28 – proposed Amendments by Elected members to Recommendations for Council meeting Policy
- SC3 - Council Meetings Policy
- PSES12 – Provision of Committee Business Papers to Elected Members

All content has been transferred from the existing policies into the proposed policy, with the exception of procedural material from PSES7 which is already covered in the Standing Orders Local Law. The new policy is a rewrite and modernisation for the application of these current policies.

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

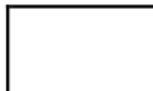
N/A

Community Consultation

An Elected Member Information session was conducted on 13 February 2019 and feedback has been incorporated into the proposed policy.

Risk Management Implications

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Item 8.2**DAPPS 28/02/2019**

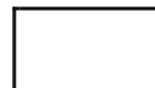
The risk to Council of deferring a decision or not adopting the new policy is that the old policies will continue to apply when there is an opportunity to modernise and improve the operation of relevant Council policy to ensure clarity and alignment with the City's policy framework.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil.



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Item 8.2 Attachment 1

DAPPS 28/02/2019

Title	Council Meetings
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

This policy establishes the requirements and standards for Council Meetings and Standing Committee Meetings which apply in accordance with the Local Government Act (Part 5) and the City of Cockburn Standing Orders Local Law 2016 (as amended).

Policy Statement

This policy applies to Council Meetings and Council Standing Committee Meetings.

All Council Standing Committee Meetings will be held in accordance with the adopted Terms of Reference of the particular Committee, or as otherwise determined by Council resolution.

(1) Meeting Times

1. Ordinary Council Meetings will be conducted on the second Thursday of each month at 7.00pm in the Council Chamber and are open to the public.
2. The Council meeting will consider matters as listed on the Council Agenda paper.
3. An Ordinary Council Meeting is not conducted during January of each year and any required business will be conducted as a Special Council Meeting during this specific period.
4. Any further variation to the date, place and/or time of Council Meetings will be subject to the resolution of Council.

(2) Provision of Committee Business Papers to Elected Members

Council appoints Committees under the Local Government Act, 1995, the Business Papers for which are to be provided to all Elected Members of Council in advance of relevant Committee meetings being conducted.

1. Upon a meeting of a Committee established by Council being called in accordance with Council's Standing Orders Local Law, a notice of the meeting will be forwarded to:
 - a. all Committee members, and
 - b. other Elected Members who are not a member of the Committee for information

[1]



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Item 8.2 Attachment 1

Title	Council Meetings
Policy Number (Governance Purpose)	



2. The Business Papers for the Committee, including the Agenda, related attachments and where applicable, the Minutes of the previous meeting of the Committee, shall be forwarded to all Committee members with the Notice of Meeting, if possible, at least 72 hours prior to the commencement of the Meeting.
3. Notwithstanding anything contained in this Policy, any Elected Member may request a copy of Committee documentation to be provided to them.

(3) Seating Arrangements

Following the election of a new Council from time to time, the seating arrangements in the Council Chamber will be allocated on the following basis:

1. The elected Mayor will be seated at the head of the table, facing the public gallery.
2. The CEO will also be seated at the head of the table, immediately to the left of the Mayor.
3. The elected Deputy Mayor will be seated immediately to the right of the Mayor.
4. The Mayor will be responsible for the allocation of the remaining Councillors (with Ward members grouped together, wherever possible) who are to be seated in the Council Chamber.

(4) Reports

It is critical that reports prepared by staff for Council contain adequate information on which the Council can make an informed decision.

1. Principles

Reports prepared by officers for the Council's consideration are to:

- a. be according to law;
- b. take account of any State or Council Policy;
- c. have regard for the Council's Strategic Community Plan;
- d. be balanced and objective;
- e. be technically correct;
- f. be properly researched using relevant information and data;
- g. ensure procedural fairness;
- h. include options, consequences and associated impacts where appropriate;
and
- i. include expert opinion or advice where necessary

2. Recommendations

Recommendations prepared by officers for the Council's consideration are to:

- a. be clear and unambiguous;
- b. be implementable;
- c. be professional and ethical;

[2]

Item 8.2 Attachment 1

DAPPS 28/02/2019

Title	Council Meetings
Policy Number (Governance Purpose)	



- d. not expose the Council to unreasonable risk or liability;
- e. have regard for the interests of the applicant/submitter as well as the wider community; and
- f. include the administrative actions to enable implementation of the Council's decision

(5) Proposed Amendments by Elected Members to recommendations for Council Meeting

Elected Members are encouraged to provide suggested alternatives to officer recommendations to the Administration in advance of the relevant Council meeting, to enable consistency and clarity in terminology being proposed, as well as ensuring the legality of any proposed amendments.

1. Any proposed amendments to officer recommendations contained in the Council Agenda Paper are to be made personally by the Elected Member either with or without input from the relevant staff member.
2. All proposed amendments are to be forwarded to the Minute Clerk following the distribution of the Agenda Paper to Elected Members, by no later than 10.00am on the day of the Council Meeting. A copy of the proposed amendment will be circulated to all other Elected Members.
3. A reason for the proposed amendment must be included with the information provided in accordance with Clause (5) 2 above.
4. Elected Members proposing amendments of a similar nature on the same item(s) may consult with each other in order to achieve a consensus position on any item and agree to withdraw any amendment, or part thereof, or to agree to provide an alternative of similar meaning and/or wording to one, or another, of the presented amendments.
5. Having received all proposed amendments in accordance with this Policy, a listing will be compiled with all proposed amendments received, together with relevant reasons, for provision to the Council Meeting. Where there are multiple proposed amendments for the same item, they will be listed in the order they have been received from Elected Members.
6. When called upon to do so at the relevant time during the Council Meeting by the Presiding Member, the CEO will inform the Meeting of the items on the Agenda Paper for which notice of a proposed amendment/s has been received.
7. At the relevant point of the Council Meeting, the Presiding Member shall invite the Elected Member proposing the amendment(s) to move the alternative motion accordingly. In the case where more than one proposal has been received, the Presiding Member shall call for the amendment(s) to be put in order of their receipt as per Clause (5) 5 above and thereafter dealt with in accordance with Council's Standing Orders.

[3]



DAPPS 28/02/2019

Item 8.2 Attachment 1

Title	Council Meetings
Policy Number (Governance Purpose)	



Strategic Link:	Corporate Governance Charter
Category	Elected Members
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[4]

Item 8.2 Attachment 2

DAPPS 28/02/2019

POL	SEATING ARRANGEMENTS FOR COUNCIL MEETINGS	AC2
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POLICY CODE:	AC2
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AC2
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

BACKGROUND:

The seating arrangements for Council meetings have previously been left for administration to arrange following the Annual election of Mayor and Deputy Mayor and the appointment of Committees.

PURPOSE:

To enable the elected Mayor of the day to allocate seating in the Council Chamber in a consistent manner, and to ensure some formality to seating arrangements.

POLICY:

Following the election of a new Council from time to time, the seating arrangements in the Council Chamber will be allocated on the following basis:-

The elected Mayor will be seated at the head of the table, facing the public gallery. The C.E.O. will also be seated at the head of the table, immediately to the left of the Mayor. The elected Deputy Mayor will be seated immediately to the right of the Mayor. Immediately to the right of the Deputy Mayor will be other Councillors, representing the same Ward as the Deputy Mayor. The Mayor will be responsible for the allocation of the remaining Councillors (with Ward members grouped

[1]



DAPPS 28/02/2019

Item 8.2 Attachment 2

POL	SEATING ARRANGEMENTS FOR COUNCIL MEETINGS	AC2
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together, wherever possible) and all other persons who are to be seated in the Council Chamber.

To be deleted

[2]

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Item 8.2 Attachment 3

DAPPS 28/02/2019

POS	REPORTS TO COUNCIL	PSES7
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POSITION STATEMENT CODE:	PSES7
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	17 September 2002
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 July 2005 14 February 2013 13 March 2014

BACKGROUND:

It is critical that reports prepared by staff for Council contain adequate information on which the Council can make a considered decision.

PURPOSE:

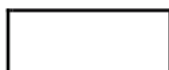
The purpose of the Position Statement is to make staff aware of the fundamental matters to be taken into account when preparing reports to Council so that they may be properly and adequately prepared for Council consideration.

POSITION:**1. Report**

Reports prepared by officers for the Council's consideration are to:-

- (1) be according to law;
- (2) take account of any State or Council Policy;
- (3) have regard for the Council's Strategic Community Plan 2012-2016;
- (4) be balanced and objective;
- (5) be technically correct;
- (6) be properly researched using relevant information and data;
- (7) ensure procedural fairness;

[1]



POS	REPORTS TO COUNCIL	PSES7
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- (8) include options, consequences and associated impacts where appropriate; and
- (9) include expert opinion or advice where necessary.

2. Recommendations

Recommendations prepared by officers for the Council's consideration are to:-

- (1) be clear and unambiguous;
- (2) be implementable;
- (3) be professional and ethical;
- (4) not expose the Council to unreasonable risk or liability;
- (5) have regard for the interests of the applicant / submitter as well as the wider community; and
- (6) include the administrative actions to implement the Council's decision.

3. Format

Reports to Council are to be in accordance with the following format:-

1. Heading
To include initials of the responsible officer, the file reference(s) and note any attachments.
2. Recommendation
That Council:
 - (1) 1.
 - (a)
 - (i)
3. Council Decision
Space for decision and if necessary an explanation where the decision is different from the Recommendation.
4. Background
A brief history to the matter to provide an understanding of the report.
5. Submission
Summary of the applicants/submitters submission to the Council with no evaluation or comment by the officer.
6. Report
The officer's evaluation, analysis and basis to the Recommendation to Council.

[2]

Item 8.2 Attachment 3

DAPPS 28/02/2019

POS	REPORTS TO COUNCIL	PSES7
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7. Strategic Plan/Policy Implications
Reference to the Strategic Community Plan 2016-2026 – Key Result Areas and Objectives, together with a 'list' of relevant Council Policies. If necessary the relevance of the Policy can be explained.

Assume Elected Members have copies of the Corporate Strategic Plan and a copy of the Council's Policy Manual.

8. Budget/Financial Implications
Discuss any cost or financial impacts, source of funding the difference between capital and on-going costs and both the short and long term consequences of the Recommendation.

Reference should also be made to the Principal Activities Plan, where appropriate.

9. Legal Implications
Reference to any Statutory requirements or legal advice related to the item.

10. Community Consultation
Refer to any community consultation which has taken place or opportunity to seek feedback from the community in relation to the item.

11. Risk Management Implications
Inform Council of risks that might be encountered if the recommendation/s presented are either followed or not followed (risk management considerations apply equally to Council taking no action), Explain succinctly the risk associated in accordance with the City of Cockburn Risk Framework. I.e. the implications in terms of precedent, exposure of the city if Council defers or does not support the recommendation/s in the report.

12. Attachments
Include any relevant attachments to the Agenda which will assist the Elected Members to understand the item, ensuring colour copies are provided where the attachment includes colour information/content.

Where an Elected Member has specifically requested:

1. an item of correspondence, or;
2. a submission,

they have written and that has been forwarded by them to the Council's Administration, be included, then this documentation should also be attached to the Agenda.

[3]

POS	REPORTS TO COUNCIL	PSES7
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13. Advice to Proponent(s)/Submissioner(s)
Notation to be made that proponents or submissioners directly associated with the item have been informed of the date of the Council Meeting at which the matter will be considered.
14. Implications of Section 3.18(3) of the LG Act
There are 3 areas to be discussed in relation to the Recommendation, namely that any service/facility:-
1. integrate with any other Commonwealth or State programme.
 2. not duplicate any Commonwealth or State programme; or
 3. be managed efficiently and effectively.

To be deleted

[4]

Item 8.2 Attachment 4

DAPPS 28/02/2019

POL	PROPOSED AMENDMENTS BY ELECTED MEMBERS TO RECOMMENDATIONS FOR COUNCIL MEETING	SC28
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POLICY CODE:	SC28
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	16 December 2003
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	9 September 2010 12 April 2012 12 December 2013

BACKGROUND:

Council has accepted a practice whereby Elected Members are encouraged to provide suggested alternatives to officer recommendations to administration in advance of the relevant Council meeting, to enable staff to ensure a consistency and clarity in terminology being proposed, as well as ensuring the legality of any proposed amendments.

PURPOSE:

To expand the current procedures to enable circulation of proposed amendments by Elected Members to all other Elected Members, for the purposes of overcoming any unnecessary duplication of suggested amendments and enabling Elected Members to seek clarification from their colleagues on any suggested amendments.

POLICY:

- (1). Any proposed amendments to officer recommendations contained in the Monthly Council Agenda Paper are to be made personally by the Elected Member either with or without input from the relevant staff member.
- (2). All proposed amendments are to be forwarded to the Executive Support Department (attention Chief Executive Officer's Secretary) following the

[1]



POL	PROPOSED AMENDMENTS BY ELECTED MEMBERS TO RECOMMENDATIONS FOR COUNCIL MEETING	SC28
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distribution of the Agenda Paper to Elected Members, by 10.00am on the day of the Council Meeting, to assist in the administration of this process. A copy of the proposed amendment is to be sent to all other Elected Members.

- (3) A reason for the proposed amendment must be included with the information provided pursuant to Clause 2, above.
- (4) Should it be noted that any proposed amendments forwarded to Executive Support have not also been circulated to other Elected Members, Executive Support staff will forward the information, provided it has been correctly formatted, in accordance with Clauses (2) and (3) above, otherwise the proposal will be returned to the Elected Member with a notation of what is required to ensure compliance with this Policy.
- (5) Elected Members proposing amendments of a similar nature on the same item(s) may consult with each other in order to achieve a consensus position on any item and agree to withdraw any amendment, or part thereof, or to agree to provide an alternative of similar meaning and / or wording to one, or another, of the presented amendments.
- (6) Having received all proposed amendments in accordance with this Policy, the Chief Executive Officer (CEO) will compile a listing of all proposed amendments received, together with relevant reasons, for provision to the Council Meeting. The listing will comprise of items in their numerical order as they appear on the Agenda Paper. Where multiple amendments are proposed for the same item, they will be listed in the order as received from Elected Members.
- (7) When called upon to do so at the relevant time during the Council Meeting by the Presiding Member, the CEO will inform the Meeting of the items on the Agenda Paper for which he has received notice of a proposed amendment(s), and from which Elected Member(s) the notification(s) has/have been received.
- (8) At the relevant point of the Council Meeting, the Presiding Member shall invite the Elected Member proposing the amendment(s) to move their motion accordingly. In the case where more than one proposal has been received, the Presiding Member shall put the amendment(s) in order of their receipt (i.e. as per list compiled by the CEO) and dealt with in accordance with Council's Standing Orders, where applicable.
- (9) While every encouragement is made for Elected Members to conform with this Policy, it is acknowledged that it is the right of any Elected Member to refrain from adhering to this procedure, owing to its sub-ordinance to the process stipulated in Council's Standing Orders, in relation to dealing with and the debating of motions.

[2]

Item 8.2 Attachment 5

DAPPS 28/02/2019

POL	COUNCIL MEETINGS	SC3
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POLICY CODE:	SC3
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 2007
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 March 2012	26 November 2015
	28 November 2013	24 August 2017
OCM:	11 June 2010	12 December 2013
	12 April 2012	10 December 2015

BACKGROUND:

Council Meetings are to be held in accordance with the Local Government Act (Part 5).

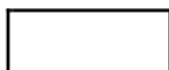
PURPOSE:

To establish a uniform time for the holding of Ordinary monthly meetings of Council.

POLICY:

- (1) Full Council will meet on the second Thursday of each month at 7.00pm in the Council Chamber and will be open to the public.
- (2) The Council meeting will consider matters as listed on the Council Agenda paper.
- (3) An Ordinary Council Meeting not be conducted during January of each year and any required business be conducted as a Special Council Meeting during this specific period.
- (4) Any further variation to the date, place and/or time of Council Meetings will be subject to resolutions of Council.

[1]



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Item 8.2 Attachment 6

POS	PROVISION OF COMMITTEE BUSINESS PAPERS TO ELECTED MEMBERS	PSES12
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POSITION STATEMENT CODE:	PSES12
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	8 June 2006
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

BACKGROUND:

Council appoints Committees under the Local Government Act, the Business Papers for which are required to be provided to all Elected Members of Council.

PURPOSE:

To ensure all Committee Business Papers are submitted to all Elected Members in advance of committee meetings being conducted.

POSITION:

- (1) Upon a meeting of a committee established by Council being called in accordance with clause 17.10(1) of Council's Standing Orders Local Law, a notice of the meeting will be forwarded to all committee members and Elected Members, who are not a member of the committee.
- (2) The Business Papers for the committee, including the agenda, related attachments and when applicable, the minutes of the previous meeting of the committee, shall be forwarded to all committee members with the notice of meeting, if possible, or otherwise, at least 72 hours prior to the commencement of the meeting.

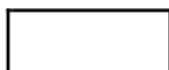
[1]

POS	PROVISION OF COMMITTEE BUSINESS PAPERS TO ELECTED MEMBERS	PSES12
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- (3) The notice referred to in clause 1. above, will contain an electronic link facility to enable all Elected Members access to the documents forwarded to other members of the committee in accordance with clause 2.
- (4) Notwithstanding anything contained in this position statement, any Elected Member may request a copy of committee documentation to be provided to them in the form in which it is held by Council.

To be deleted

[2]



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8.3 (2019/MINUTE NO 0004) ELECTED MEMBERS ENTITLEMENTS – ALLOWANCES AND REIMBURSEMENTS POLICY

Author(s) J Ngoroyemoto

- Attachments**
1. Policy - Elected Members Entitlements - Allowances & Reimbursements [↓](#)
 2. Policy - SC1-Meeting Attendance Fees (to be deleted) [↓](#)
 3. Policy - SC11-Letterheads for Elected Members (to be deleted) [↓](#)
 4. Policy - SC14-Mayoral & Deputy Mayoral Allowances (to be deleted) [↓](#)
 5. Policy - SC15-Elected Member Information Communication Technology (ICT) Allowance (to be deleted) [↓](#)
 6. Policy - SC26-Reimbursement of Elected Members Expenses (to be deleted) [↓](#)
 7. Policy - SC40-Elected Members Training & Development (to be deleted) [↓](#)
 8. Policy - SC48-Provision of Mayoral Vehicle (to be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the proposed policy 'Elected Members Entitlements – Allowances and Reimbursements' as attached to the Agenda; and
- (2) delete the following policies:
 1. SC1 – Meeting Attendance Fees
 2. SC11 –Letterheads for Elected Members;
 3. SC14 – Mayoral and Deputy Mayoral Allowances
 4. SC15 – Elected Member information Communication Technology (ICT) Allowance
 5. SC26 – Reimbursement of Elected Members Expenses
 6. SC40 – Elected Members Training and Development; and
 7. SC48 – Provision of Mayoral Vehicle

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0

DAPPS 28/02/2019

Item 8.3

Background

This policy has been reviewed as part of the organisational policy and position statement review. The review is complete and is therefore submitted for consideration at this Meeting.

The objective of the proposed policy is to provide a clear outline of entitlements available to Council Members under the Local Government Act 1995 (LG Act) and Local Government (Administration) Regulations 1996 (LG Regulations) and within the prescribed ranges set by the Salaries and Allowances Tribunal through a determination from time to time.

Submission

N/A

Report

The proposed Policy amalgamates the following policies:

- SC1 – Meeting Attendance Fees
- SC11 – Letterheads for Elected Members
- SC14 – Mayoral and Deputy Mayoral Allowances
- SC15 – Elected Member ICT Allowance
- SC26 – Reimbursement of Elected Members Expenses
- SC40 – Elected Members Training and Development
- SC48 – Provision of Mayoral Vehicle

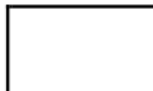
The proposed policy incorporates all content from the above mentioned policies, with the application of allowances and reimbursements remaining the same.

The proposed policy combines and outlines the support that will be provided to Elected Members through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the Local Government Act 1995 while performing the official duties of office.

The policy also now extends to cover equipment, documents, stationery and other items issued to Elected Members, to enable them to be accessible to the community, their colleagues and City staff.

The policy also recognises that Members have a responsibility to undertake development opportunities necessary to enable them to fulfil their duties of public office. To this end, Council has recently adopted a separate policy "Attendance at Conferences, Seminars and Training" which provides for allowances to facilitate attendance at conferences and training opportunities. Therefore, policy SC40 Elected Members

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Training and Development is now redundant and recommended for deletion.

General provisions relating to elected member payments are prescribed under the Local Government Act 1995 and the Local Government (Administration) Regulations 1996, with the Salaries and Allowances Tribunal (SAT) making annual determinations pertaining to prescribed maximum amounts relating to such payments.

Legislation also allows for elected members to be reimbursed for specified expenses incurred while undertaking the functions of the role or to be provided with an annual allowance 'in lieu' of those expenses that the City is aware are regular and likely expenses to be incurred by elected members.

A section has been included in the proposed Elected Members Allowances Policy which sets out the types of expenses that have been expressly authorised by Council and which may be reimbursed. This has been included to align to the requirement of r. 32(1)(a) of the Local Government (Administration) Regulations 1996.

Relevant Legislation

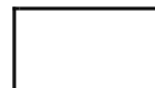
- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Salaries and Allowances Act 1975*
- *Salaries and Allowances Tribunal Determination on Local Government Elected Council*

Prescribed Allowances

Mayoral allowance - Pursuant to section 5.98(5) of the LG Act, the mayor of a local government is entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government within the range determined under the Salaries and Allowances annual determination.

The policy sets this fee at the maximum allowance at the top of the band range. The exact quantum of the Mayoral Allowance is determined annually by Council when adopting the budget and within the prescribed range.

Deputy Mayor Allowance - Pursuant to section 5.98A(1) of the LG Act, a local government may decide, by an absolute majority, to pay the deputy mayor of the local government, an allowance of up to the percentage that is determined under the Salaries and Allowances annual determination. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor under section 5.98 of the Local Government Act 1995 s.5.98A



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The policy proposes that the Deputy Mayor shall be entitled to an annual local government allowance equivalent to 25% of the Mayoral Allowance and is determined annually by Council when adopting the budget.

Meeting Attendance Allowance – Annual meeting attendance allowance:

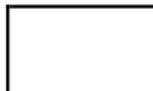
- (1) Pursuant to section 5.98(1) (b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government within the range determined under the Salaries and Allowances Tribunal annual determination
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government within the range determined under the Salaries and Allowances Tribunal annual determination for attending committee meetings or, as the case requires, meetings of that type.
- (3) Where a local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay all council members an annual allowance, the allowance is to be paid within the range set under the Salaries and Allowances Tribunal annual determination.

The policy proposes that the Mayor and Councillors shall be entitled to the maximum annual Meeting Attendance Allowance within the applicable band range as determined by the Salaries and Allowances Tribunal. The exact quantum of the Meeting Attendance Allowance is determined annually by Council when adopting the annual budget.

Prescribed Reimbursements

Prescribed expenses that must be approved for reimbursement (admin reg. 31): (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined by the Salaries and Allowances Tribunal annual determination. (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed.

- a. rental charges incurred by a council member in relation to one telephone and one facsimile machine, and



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- b. child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member*

This section covers Child Care and travel (mileage) expenses.

Child Care Costs

Elected Members shall be entitled to reimbursement of the lesser amount of actual child care costs or the amount prescribed by the Salaries and Allowances Tribunal for care of children, of which they are parent or legal guardian, whilst attending Council meeting or a meeting of a committee of which he or she is a member, or other specified activities related to their civic role. Any reimbursement of costs under the terms of this policy shall be made within 30 days of being invoiced for such expenditure.

Travel (Mileage)

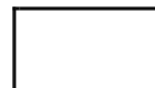
Elected Members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to claims being related to travel to a destination from their normal place of residence or work and return on Council related business.

Discretionary Reimbursements

Local Government (Administration) Regulations 1996 5.98(2) b (1)
Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –

- a. an expense incurred by a council member in performing a function under the express authority of the local government;*
- b. an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and*
- c. an expense incurred by a council member in performing a function in his or her capacity as a council member.*

(2) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.



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(3) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs as determined under the Salaries and Allowances Tribunal annual determination (currently the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission).

This section covers parking, minor hospitality, consumable office supplies and other approved miscellaneous expenses such as dry cleaning and hire of clothing incurred while attending specified Council related events or functions.

Prescribed Allowances paid in Lieu of reimbursements

Annual allowances in lieu of prescribed expenses (1) Pursuant to section 5.99A of the LG Act, a local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, an annual allowance within the range determined under the Salaries and Allowances Tribunal annual determination.

(2) Where a local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance..

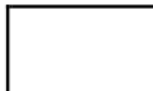
Information Communication and Technology (ICT) expenses means

(1). rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations or,

(2). any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations

This section specifies the ICT allowances Elected Members will be paid and details ICT equipment included. Elected Members shall be entitled to an annual Information Communication and Technology allowance equal to the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal, to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed, as prescribed by Regulations 31(1)(a) and 32(1) of the Local Government (Administration) Regulations 1996.

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ICT Expenses

Rental charges in relation to one telephone. Reg. 31(1) (a) Local Government (Administration) Regulations, 1996 and

Other expenses relating to ICT (for example telephone call charges and internet service provider fees) Reg. 32(1) Local Government (Administration) Regulations 1996

Discretionary Non – Monetary Allowances Paid in Lieu of Reimbursements

Allowances in lieu of reimbursement of expenses (1) Pursuant to section 5.99A of the LG Act, a local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, an annual allowance within the range determined under the Salaries and Allowances Tribunal annual determination.

(2) Where a local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.

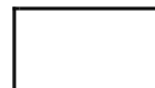
This section covers non-monetary benefits.

Mayoral Vehicle

Method of payment of expenses for which person can be reimbursed (Act s. 5.101A) Regulation 34AD (1)(a) of the LG Regulations prescribes that a local government may provide a vehicle to the Mayor as a 'Method of payment of expenses' (LG Act 5.101A).

Before a vehicle owned by a local government is provided to a council member the local government and the Elected Member must sign an agreement setting out the responsibilities of the Elected Member in relation to the use of the vehicle.

The details relating to the administration of the provisions and use of the Mayoral vehicle has been removed from the Policy and will be included in the Deed of Agreement between the City and the Mayor. Therefore the Terms and Conditions of Usage document will be removed from the policy.

Strategic Plans/Policy ImplicationsLeading & Listening

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Item 8.3

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

All Elected Members allowances and reimbursements are considered and included in the annual budget

Legal Implications

Sections 5.98, 5.98A, 5.98B and 5.101A of the Local Government Act 1995 and Local Government (Administration) Regulations 1996

Prescribed ranges established by the Salaries and Allowances Tribunal through a determination from time to time.

Community Consultation

An Elected Information session was conducted on 13 February 2019 and feedback has been incorporated into the proposed policy. The proposed policy was sent to Western Australian Local Government Association (WALGA) and the Department of Local Government and subsequent feedback incorporated into the proposed policy recommended for adoption.

Risk Management Implications

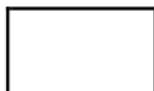
The risk to Council of deferring a decision or not adopting the new policy is that the old policies will continue when there is an opportunity to modernise and improve the policy to ensure clarity and alignment with the City's policy framework.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 8.3 Attachment 1

Title	Elected Members Entitlements – Allowances & Reimbursements
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The objectives of this policy are:

1. To provide a clear outline of entitlements available to Elected Members under the Local Government Act 1995 (the Act) and Local Government (Administration) Regulations 1996 (the Regulations) and within the prescribed ranges established by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
2. To enable Elected Members to be accessible to the community, their colleagues and the City's staff.

Equipment and facilities subject to this policy are provided to Elected Members on the absolute understanding that they will not be used for any election purposes.

Policy Statement

In addition to those entitlements available to Elected Members (Member/s) under legislation, the policy outlines "approved expenses" the City will reimburse to Elected Members when incurred in their capacity as an Elected Member.

The Council also recognises that Elected Members have a responsibility to undertake training and development necessary to fulfil their duties of public office. To this end Council has a separate policy "Attendance at Conferences, Seminars and Training" which provides for allowances to facilitate attendance at conferences and training opportunities.

(1) Prescribed allowances**1. Mayoral Allowance**

The annual local government allowance for the Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations) is recommended to be the maximum amount as determined by the Salaries and Allowances Tribunal, subject to the formal resolution of Council

2. Deputy Mayoral Annual Allowance

An annual local government allowance is to be paid to the Deputy Mayor (in addition to any fees or reimbursements of expenses payable under the Act and Regulations), is recommended to be the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance to which the Mayor is entitled, subject to the formal resolution of Council.

[1]

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Title	Elected Members Entitlements – Allowances & Reimbursements
Policy Number (Governance Purpose)	



3. Annual Meeting Attendance Allowance

In lieu of paying Elected Members a meeting attendance fee for Council, Committee or prescribed meetings, it is recommended to pay the maximum amount within the range set by the Salaries and Allowances Tribunal from time to time that may be paid annually, subject to the formal resolution of Council.

(2) Prescribed expense reimbursements

1. Travel expenses

Elected members who attend Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, are entitled to be reimbursed travel expenses pursuant to s5.98(2) of the Act and Regulation 32.(a) and (b).

2. Child care costs

Elected members are entitled to be reimbursed child care costs, while attending Council, Committee, Council appointed Reference Groups or other formally arranged meetings, briefings, civic functions, seminars or training on behalf of the Council, to the maximum allowance as determined under the Salaries and Allowances Tribunal annual determination, or the actual cost per hour, whichever the lesser amount is.

(3) Discretionary expense reimbursements

1. Parking

Car-parking fees:

- (a) Incurred attending an event in their capacity as a Council member; or
- (b) Incurred where an Elected Member having driven their private vehicle to their place of work, attends an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.

2. Minor hospitality

Elected members may be reimbursed reasonable minor hospitality costs, up to a maximum amount of \$30, incurred while attending meetings, functions, events and other occasions while undertaking the recognised functions of an Elected Member referred to elsewhere in this Policy.

3. consumable Office supplies

Elected members may be reimbursed for any consumable office supplies reasonably required to undertake the recognised functions of an Elected Member, excluding any costs incurred relevant to any elections

[2]



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Item 8.3 Attachment 1

Title	Elected Members Entitlements – Allowances & Reimbursements
Policy Number (Governance Purpose)	



4. Other approved expenses

Council will reimburse the following expenses incurred by Elected Members in carrying out their duties or performing their functions:

- (a) Dry cleaning specifically incurred as a result of attending recognised Council related functions referred to elsewhere in this Policy
- (b) Hire of clothing when attending a recognised Council related function that requires formal attire as stipulated on the invitation, but not otherwise
- (c) Permissible personal expenses not otherwise paid in advance by the City incurred as a result of attending a conference, seminar or training as a delegate of Council in accordance with Council Policy "Attendance at Conferences, Seminars and Training".
- (d) Reimbursement of legal representation costs incurred in accordance with Council Policy "Legal Representation & Costs Indemnification – Elected Members & Employees".

(4) Prescribed allowances paid in lieu of reimbursements

1. Information and Communication Technology (ICT) Allowance

It will be recommended that all Elected Members are paid the maximum annual amount for ICT Expenses subject to the formal resolution of Council. The allowance will be paid annually in advance within the range set by the Salaries and Allowances Tribunal through a determination from time to time, calculated from each ordinary election and the full amount will be provided for in each annual budget. The ICT Allowance is for costs relating to:

- (a) telephone rental at the Elected Members' private residence;
- (b) Council related charges for telephone calls made from telephones located at the Elected Members' private residences; and
- (c) mobile telephone rental and call charge plans.
- (d) Laptop, iPad or any desktop computer (with monitor), including,
 - appropriate software
 - printer/scanner
 - broadband internet access and router
 - associated consumables

(5) Discretionary non-monetary allowances paid in lieu of reimbursements

1. Equipment and stationery

Elected Members will be eligible to receive the following to assist them to undertake the recognised functions of an Elected Member.

- (a) Elected Members will be provided with a mobile computer, compatible with the City's security and other systems.
- (b) Elected Members will be provided with access to a computer for their use within the City's Administration Centre.

[3]

Item 8.3 Attachment 1

DAPPS 28/02/2019

Title	Elected Members Entitlements – Allowances & Reimbursements
Policy Number (Governance Purpose)	



- (c) Elected Members will be supplied, as reasonably required to undertake the functions of an Elected Member, with:
 - i. Business cards, and
 - ii. Letterhead template.
- (d) Elected Members will be supplied with a name badge at the commencement of their term of office. Replacement name badges will be supplied, upon request, if lost, stolen, damaged or worn.

(6) Mayoral Vehicle Provision

1. The position of Mayor shall, for the purpose of carrying out the recognised functions of the Mayoral office, be entitled to receive the provision of a fully maintained local government owned vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.
2. All costs associated with the private use of the Mayoral vehicle are to be reimbursed to the City of Cockburn by the Mayor in accordance with the "Mayoral Motor Vehicle Agreement" detailed in (6) 3 below.
3. Details of the arrangement for the provision, use and responsibilities for the vehicle in (6) 2 above is included in a Deed of Agreement between the City of Cockburn and the Mayor.
4. The calculation of the reimbursement for the private use is by way of a Log Book in accordance with the requirements of the Australian Taxation Office
5. All disputes in regard to this policy will be referred to the Director of Finance and Corporate Services in the first instance. In the event that the Member and the Director cannot reach an agreement, the matter will be submitted to Council for resolution.

(7) Provision of Support

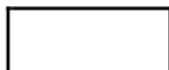
1. Mayor

The Mayor shall, in carrying out the Mayoral duties and responsibilities, be entitled to receive, the benefit of the following facilities and resources without the reduction of the fees and allowances approved by Council under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995.

- (a) the use of an office;
- (b) the use of a City employee or other employee resource to the extent considered appropriate by the CEO ;
- (c) all items associated with the effective and efficient administration of the Mayor's office as determined from time to time by the CEO; and
- (d) access to the Elected Member's Lounge and refreshments

2. Deputy Mayor and other Councillors:

[4]



DAPPS 28/02/2019

Item 8.3 Attachment 1

Title	Elected Members Entitlements – Allowances & Reimbursements
Policy Number (Governance Purpose)	



The Deputy Mayor and other Councillors shall in carrying out their civic duties and responsibilities be entitled to receive, and the benefit of the following facilities without the reduction of the fees and allowances under section 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995:

- (a) Access to the Elected Member's Lounge and refreshments.
- (b) Access to a suitably equipped shared office, reading room, meeting and conference rooms within the Administration Centre with photocopying, printing, facsimile, internet and telephone facilities, as deemed necessary to fulfil their Council related functions.
- (c) Some secretarial support as deemed necessary by the CEO including limited word processing, photocopying, and postage.

(8) Insurance

The City will insure or provide insurance cover for Elected Members for:

- 1. Accidental injury whilst engaged in the performance of the official duties of their office, including direct travel to and from activity.
- 2. Liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of cover/insurance
- 3. Spouses/partners of Elected Members when the spouse/partner is accompanying the Member in an official (non – personal) capacity.

(9) Policy Administration

- 1. Time Limit on Claims and Approval Process
 - (a) Elected Members choosing to receive reimbursement of expenses in accordance with the provision of this policy must submit the appropriate Reimbursement of Expenses Form to the Chief Executive Officer, together with acceptable supporting documentation.
 - (b) Requests for reimbursement should be received within three (3) calendar months after the expenses were incurred.
- 2. Payment of fees/allowances
 - (a) All Allowances will be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that they do not want to claim any or part of the available allowances.
 - (b) All allowances will be paid monthly in arrears, except for the ICT allowance which will be paid annually in advance, calculated from each ordinary election and will be provided for in each annual budget.
 - (c) Any taxation liability arising from these payments is the individual responsibility of each Elected Member.
 - (d) If an Elected Member has previously advised that they do not want all or part of the available allowances that they are entitled to, any

[5]

Item 8.3 Attachment 1

DAPPS 28/02/2019

Title	Elected Members Entitlements – Allowances & Reimbursements
Policy Number (Governance Purpose)	



subsequent request for full or additional payment will not be back paid, but will accrue from the date of such request.

- (e) If an Elected Member ceases to hold office, payment will only be made up to and including the final day of engagement.
- (f) Reimbursement of member expenses in excess of the annual allowance made under this policy is required to be substantiated by the claimant through the production of receipts or the keeping of a log book before such claims are paid.

3. Dispute Resolution

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that the Elected Member and the Chief Executive Officer cannot reach an agreement, the matter will be reported to Council for resolution.

Strategic Link:	Corporate Governance Charter
Category	Elected Members
Lead Business Unit:	Executive
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	The policy is to be reviewed every two years through consultation with Elected Members to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments require an immediate review.
ECM Doc Set ID: (Governance Purpose Only)	

[6]



DAPPS 28/02/2019

Item 8.3 Attachment 2

POL	MEETING ATTENDANCE FEES – ELECTED MEMBERS	SC1
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POLICY CODE:	SC1
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting & Financial Control Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	18 January 2005 12 April 2012 12 December 2013

BACKGROUND:

The Local Government Act, 1995, (Sec 5.99) enables Councils to pay an annual meeting attendance fee.

PURPOSE:

To enable Council to determine its meeting attendance fees for inclusion in the following year's Budget estimates.

POLICY:

- (1) Pursuant to s5.99 of the Local Government Act 1995 (WA), Council pay all Elected Members other than the Mayor the maximum annual attendance fees determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 Section 7B.
- (2) Pursuant to s5.99 of the Local Government Act 1995 (WA) pay the Mayor the maximum annual attendance fees determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 Section 7B.
- (3) Fees payable pursuant to clauses (1) and (2) of this policy are to be paid monthly in arrears.

[1]

Item 8.3 Attachment 3

DAPPS 28/02/2019

POL	LETTERHEADS FOR ELECTED MEMBERS	SC11
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POLICY CODE:	SC11
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

BACKGROUND:

Council has resolved that prescribed letterheads be made available for use by Elected Members, if requested.

PURPOSE:

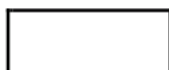
To supply Elected Members wishing to personally report to their constituents with letterheads synonymous with the City of Cockburn.

POLICY:

The following Policy governs the use of letterheads by Elected Members:

- (1) Elected Members requiring personalised letterheads may arrange for supplies from an Executive Officer at the Administration Office;
- (2) Personalised letterhead may be used by Elected Members only for the purpose of communicating on matters of general Council concern;
- (3) The letterhead must **NOT** be used for promoting the political interest of Elected Members or of any State or Federal Political Party or representative;

[1]



POL	LETTERHEADS FOR ELECTED MEMBERS	SC11
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- (4) Elected Members will be individually responsible for the typing and distributing of multiple copies of letters.
- (5) Elected Members will be able to utilise Council's photocopying service for the purpose of reproducing multiple copies of correspondence for distribution, provided prior arrangements are made with the Records Supervisor or delegated officer; and
- (6) Council will not be held responsible for the content of correspondence distributed under the hand of an individual Elected Member and reserves the right to withdraw the supply of letterhead from individual Elected Members at any time.

To be deleted

[2]

Item 8.3 Attachment 4

DAPPS 28/02/2019

POL	MAYORAL AND DEPUTY MAYORAL ALLOWANCES	SC14
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POLICY CODE:	SC14
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting & Financial Control Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	30 June 2004	28 November 2013
	22 March 2012	24 August 2017
	22 August 2013	
OCM:	20 July 2004	12 September 2013
	12 April 2012	12 December 2013

BACKGROUND:

The Local Government Act, 1995, (Sec. 5.98(5) and 5.98A(1)) provides for Council to determine an allowance for the Mayor and Deputy Mayor of a local government.

The maximum annual allowances payable are determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 Section 7B.

PURPOSE:

To establish the Mayoral and Deputy Mayoral allowance for annual budgetary requirements.

POLICY:

- (1) In accordance with the provisions of Section 5.98(5) and 5.98A(1) of the Local Government Act, an "allowance" determined by Council at a meeting following the elections each ordinary elections year, shall be paid to the Mayor and Deputy Mayor payable in arrears each month.
- (2) It is considered this allowance should be paid as a reimbursement of the time commitment made to the position by the appointed Mayor and Deputy Mayor of the day.

[1]



POL	MAYORAL AND DEPUTY MAYORAL ALLOWANCES	SC14
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- (3) The Council shall review the allowance each ordinary elections year or following any amendment to the allowance made by the Salaries and Allowances Tribunal.

To be deleted

[2]

Item 8.3 Attachment 5

DAPPS 28/02/2019

POL	ELECTED MEMBER INFORMATION COMMUNICATION TECHNOLOGY (ICT) ALLOWANCE	SC15
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POLICY CODE:	SC15
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting & Financial Control Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	21 November 2000
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 March 2012	28 November 2013
	22 August 2013	24 August 2017
OCM:	11 February 2010	12 September 2013
	12 April 2012	12 December 2013

BACKGROUND:

Pursuant to section 5.99A of the Local Government Act, 1995, all local governments may decide by absolute majority that instead of reimbursing Elected Members under section 5.98(2) for a particular type of expense, it will instead pay an annual allowance for that type of expense.

Section 5.98(2) of the Local Government Act, 1995, Regulations 31(1)(a) and 32(1) of the Local Government (Administration) Regulations 1996 provide for the reimbursement of expenses in respect of information technology and communication.

PURPOSE:

To determine the allowance payable for information technology and communication (ICT) expenses in accordance with the Act and Regulations and the determination by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 Section 7B, as well as dealing with incidental conduct relating to the allowance.

POLICY:

- (1) Elected Members will be paid an annual amount at the rate of the maximum total annual allowance determined by the Salaries and Allowances Tribunal

[1]



POL	ELECTED MEMBER INFORMATION COMMUNICATION TECHNOLOGY (ICT) ALLOWANCE	SC15
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under the Salaries and Allowances Act 1975 Section B covering the following ICT:-

1. telephone rental at the Members' private residences;
 2. telephone line rental in respect of answering/fax machines installed at the Mayor's and Members' private residences;
 3. Council related charges for telephone calls made from telephones located at the Members' residences; and
 4. mobile telephone rental and call charge plans.
 5. Laptop, iPad or any desktop computer (with monitor).
 - appropriate software
 - printer/scanner
 - broadband internet access and router
 - associated consumables
- (2) Prior to receiving the ICT allowance each year, and on a standard form, Elected Members must provide convenient contact details to Council's Customer Services Unit for advertising in appropriate Council related publications.
- (3) Council will pay the allowance annually in advance, calculated from each ordinary election and the full amount will be provided for in each annual budget.
- (4) Elected Members are to be paid the maximum amount that was allowed to be paid for the entire period.

[2]

Item 8.3 Attachment 6

DAPPS 28/02/2019

POL	REIMBURSEMENT OF ELECTED MEMBERS EXPENSES	SC26
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POLICY CODE:	SC26
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 September 2002
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 November 2011 22 March 2012	28 November 2013 25 February 2016
OCM:	8 December 2011 12 April 2012	12 December 2013

BACKGROUND:

The Council recognises that in order to assist Elected Members in working effectively for the community, it is important to ensure that they are not unduly out-of-pocket in undertaking their role as elected representatives, within the guidelines prescribed by the Local Government Act 1995 and its Regulations. The Council also recognises that in providing Elected Members with allowances it is important to ensure that members who are also candidates for re-election are not unduly advantaged over those candidates who are not currently sitting members.

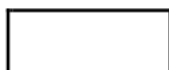
PURPOSE:

To ensure that Elected Members receive remuneration and reimbursement of expenses in accordance with The Local Government Act (1995) and to ensure that they are not unduly out of pocket in carrying out their duties as Elected Members.

POLICY:

- (1) Council will reimburse the following expenses incurred by Members in carrying out their duties or performing their functions:-
 1. Dry cleaning of clothing specifically incurred as a result of attending Council related functions;

[1]



POL	REIMBURSEMENT OF ELECTED MEMBERS EXPENSES	SC26
	<p>2. Hire of clothing when attending a Council related function requires formal attire; and</p> <p>3. Consumables, stationery and postage, not otherwise provided by Council, purchased for:-</p> <p>(a) responding to constituent enquiries; or</p> <p>(b) filing and record keeping</p> <p>4. car-parking fees:</p> <p>(a) incurred attending an event in their capacity as a Council Member; or</p> <p>(b) incurred where an Elected Member, has driven their private vehicle to their place of work to attend an event (in their capacity as a Council Member) directly following work, instead of travelling to the event by taxi.</p> <p>5. vehicle allowance, for use of their motor vehicle on Council business, at the rate prescribed in the Public Service Award 1992 (as amended from time to time) with the exception of the Mayor who is provided with a fully maintained Council owned motor vehicle for this purpose in lieu of travel otherwise claimable for the use of a private motor vehicle.</p> <p>6. childcare costs in accordance with</p> <p>(a) Reg. 31 (1) (b) of the Local Government (Administration) Regulations relative to attendance at Council and/or Committee Meetings; and</p> <p>(b) Reg. 32 (1) (c) of the Local Government (Administration) Regulations 1996 relative to an expense payable in performing any other function in their capacity as a Council member.</p> <p>7. cab fares incurred as a result of attending meetings and/or functions on behalf, or as a representative of Council, or on any other Council related business.</p> <p>8. permissible expenses incurred as a result of attending a conference or seminar as a delegate of Council in accordance with Clause 13 of Council Policy AES6 "Attendance at Conferences and Seminars".</p> <p>9. permissible expenses incurred in accordance with Clauses (3), (4) and (5) of Council Policy SC10 "Mayor's Authority to Arrange Functions and Request Hospitality/Gifts".</p>	

[2]

Item 8.3 Attachment 6

DAPPS 28/02/2019

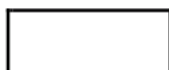
POL	REIMBURSEMENT OF ELECTED MEMBERS EXPENSES	SC26
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10. Reimbursement of legal representation costs incurred in accordance with Clause 4(2) (b) of Council Policy SES4 'Legal Representation – Indemnification of Costs'.

in recognition as part of the role of an Elected Member.

- (2) Re-imbursments will be made on receipt by the Chief Executive Officer of a claim in the prescribed form and accompanied by tax receipts for costs incurred in performing the functions of an Elected Member (as designated in 1 above) and the approved reimbursement amount will be credited by electronic means to the bank account nominated at the earliest opportunity.
- (3) Claims for reimbursement of Elected Members' expenses must be submitted regularly and within reasonable timeframe of the expenses being incurred and, where possible, ensure that expenses are finalised within each financial year.

[3]



DAPPS 28/02/2019

Item 8.3 Attachment 7

POL	ELECTED MEMBER TRAINING & DEVELOPMENT	SC40
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POLICY CODE:	SC40
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	10 April 2008
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	19 March 2008 22 March 2012	28 November 2013 24 August 2017
OCM:	10 April 2008 12 April 2012	12 December 2013

BACKGROUND:

Funds are allocated annually in Council's Municipal Budget specifically for the purpose of Elected Member Training. No further guidance is provided for these funds to be expended in a rational manner.

PURPOSE:

To provide guidelines for the application of funds allocated in Council's Municipal Budget for Elected Member training.

POLICY:

- (1) Council supports the concept of training and development of its Elected Members for the purposes associated with their local government roles and responsibilities.
- (2) To facilitate this Policy, Council will allocate funds in its annual Municipal Budget to support the training and development of its Elected Members
- (3) Where possible identified training and development opportunities will be extended to all Elected Members collectively in order to maximise the effectiveness and extent of the programmes on offer.

[1]

POL	ELECTED MEMBER TRAINING & DEVELOPMENT	SC40
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- (4) Notwithstanding (3) above any Elected Member, after liaison with the Mayor and in the case of the Mayor after liaison with the Deputy Mayor, may apply to the Chief Executive Officer (CEO) on an individual basis to attend training and/or development opportunities offered by credible service providers, on the basis that it is relevant to their role as an Elected Member and funds are available within the Budget to accommodate such applications.
- (5) In the event the CEO requires further guidance in the administration of this Policy, such matters are to be referred to Council for determination.

To be deleted

[2]



POL	PROVISION OF MAYORAL VEHICLE	SC48
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POLICY CODE:	SC48
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	8 December 2011
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 November 2011 22 March 2012	28 November 2013 24 August 2017
OCM:	8 December 2011 12 April 2012	12 December 2013

BACKGROUND:

To assist in clarifying the provision of a vehicle for official purposes and the payment of other expenses the Department of Local Government introduced Section 5.101A as a new section of the Local Government Act, 1995, to allow for regulations to be made about the method of payment of an expense for which a person may be reimbursed. A motor vehicle is now prescribed in the Local Government (Administration) Regulations 1996 ("the Regulations") as one of those methods of payment of an expense for which a person may be reimbursed.

PURPOSE:

To enable the City of Cockburn to acquire a vehicle for the use of the Mayor of the day to attend official activities on behalf of Council and for the vehicle to be available for other purposes as stipulated in the Policy and the accompanying agreement.

POLICY:

- (1) The position of Mayor shall, for the purpose of carrying out the functions of the Mayoral office be entitled to receive the provision of a fully maintained local government vehicle to the equivalent standard of that provided to the Senior Employees. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.

[1]

Item 8.3 Attachment 8

DAPPS 28/02/2019

POL	PROVISION OF MAYORAL VEHICLE	SC48
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- (2) The vehicle provided to the Mayor:
1. Is to be in-lieu of travel/mileage claims otherwise claimable by the Mayor for use of his/her personal vehicle;
 2. Can be used for private purposes, but not for any commercial purpose, and only on the basis that the cost of that private use component is fully payable by the Mayor.
 3. Will not occur at the reduction of the fees, allowances and reimbursement (other than the travel/mileage claims) otherwise ordinarily payable to the Mayor's position as approved by Council in accordance with the relevant provisions of the Local Government Act 1995.
- (3) The provision and use of the vehicle to be administered as follows:
1. The type/standard of vehicle to be provided to be of the same as that provided to Senior Employees (ie. Holden Calais or similar) or of a lesser value/standard as agreed by the Mayor of the day.
 2. The use of the vehicle by the Mayor for both official and private purposes shall be consistent with the conditions applicable to the attached agreement.
 3. The purchase and replacement /changeover of the Mayoral vehicle will be administered in accordance with the City's Light Fleet Acquisition procedure.
- (4) Calculation of the private use component of the Mayoral vehicle costs to be reimbursed to the Council by the Mayor is determined as follows:
1. A log book is to be kept of both official and private use of the vehicle, which shall be agreed with the Mayor as being the basis upon which the costs of official use will be calculated and subsequently required to be paid by the Mayor to the City.
 2. On the basis that the predominant use of the vehicle will be for official purposes, only those vehicle costs of a 'variable' nature directly affected by any additional private use will be used for determining the payment for private use to be made by the Mayor. Home garaging is covered by the definition of 'official use'.
 3. At the conclusion of a Log Book Period (quarterly), the Mayor will reimburse the City for any private usage component of the vehicle. The Log Books will be provided by the Mayor to the Chief Executive Officer for the purpose of verifying the private usage component and reimbursement amount calculated.

[2]

POL	PROVISION OF MAYORAL VEHICLE	SC48
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4. Spouse or partner who retains a valid driver's licence is authorised to drive the vehicle, subject to the Mayor being in the vehicle at all such times.

5. The vehicle is to be made available to Councillors of the City, who retain a valid Driver's Licence, for Council/City related duties, if no other reasonable alternative method of travel is available to the Councillor and prior written approval is given by the Mayor.

6. The vehicle is to be returned within 1 business day on cessation of the Mayoral term of office.

(5) The Mayor to be responsible for:

1. Carrying out regular preventative minor maintenance (fluid levels, tyre pressure, internal and external cleaning, etc.).

2. Reporting damage to the Chief Executive Officer in a manner which enables prompt repair.

3. The security of the vehicle when under his or her control, including the use of any security device provided with the vehicle.

4. Paying fines for parking and traffic infringements during all use by either the Mayor, or nominated alternative driver.

5. Paying any cost for damage caused to the vehicle, which is not recoverable under Council's vehicle insurance provisions, relating to an accident in which the Mayor or nominated alternative driver is deemed to be at fault due to negligence or as otherwise lawfully determined.

6. Whenever the vehicle is home garaged, it should be parked on the property.

7. Whenever the Mayor is absent interstate or on leave the vehicle may be garaged at the City's Works Depot or elsewhere as determined by the Chief Executive Officer.

[3]

POL	PROVISION OF MAYORAL VEHICLE	SC48
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AGREEMENT & TERMS & CONDITIONS OF USAGE

MAYORAL MOTOR VEHICLE

1. This Agreement is made between _____ (name of Mayor) and the City of Cockburn ('The City') relative to the provision of a motor vehicle owned by the City, for use by the Mayor, in recognition of the civic duties and functions requiring the direct attention of the Mayor, as part of his or her ongoing role and responsibilities.
2. The type/standard of vehicle to be provided will be the equivalent to that which applies to designated Senior Officers of the City (ie. Holden Calais, or equivalent) or a lesser value/standard as agreed by the Mayor of the day.
3. The vehicle provided can be used by the Mayor for private purposes, not for any commercial use, but only on the basis that the cost of that private use component is fully payable by the Mayor at the rate specified in Schedule F – Motor Vehicle Allowance of the Public Service Officers' Award (as amended from time to time).
4. Calculation of the private use component of the Mayoral vehicle costs to be reimbursed to the Council by the Mayor is determined as follows:
 - (1) A log book is to be kept of both official and private use of the vehicle, which shall be the basis upon which the costs of private use will be calculated and subsequently required to be paid by the Mayor to the City.
 - (2) On the basis that the predominant use of the vehicle will be for official purposes, only those vehicle costs of a 'variable' nature directly affected by any additional private use will be used for determining the payment for private use to be made by the Mayor. This includes fuel, vehicle servicing costs (and then only the additional servicing costs occasioned by the private use) and depreciation where it can be shown that the additional private use has negatively impacted on the trade value of the vehicle. Home garaging is covered by the definition of 'official use'.
 - (3) At the conclusion of a Log Book Period (quarterly) the Mayor will reimburse the City for any private usage component of the vehicle. The Log Books will be provided by the Mayor to the



POL	PROVISION OF MAYORAL VEHICLE	SC48
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AGREEMENT & TERMS & CONDITIONS OF USAGE

MAYORAL MOTOR VEHICLE

Chief Executive Officer for the purpose of verifying the private usage component and reimbursement amount calculated.

5. Spouse or partner who retains a valid driver's licence is authorised to drive the vehicle, subject to the Mayor being in the vehicle at all such times.
6. The vehicle is to be made available to Councillors of the City, who retain a valid Driver's Licence, for Council/City related duties, if no other reasonable alternative method of travel is available to the Councillor and prior written approval is given by the Mayor.
7. The vehicle is to be returned within 1 business day on cessation of the Mayoral term of office.
8.
 - (1) Whenever the vehicle is home garaged, it should be parked on the property.
 - (2) Whenever the Mayor is absent interstate or on leave the vehicle may be garaged at the City's Works Depot or elsewhere as determined by the Chief Executive Officer.
9. The Mayor to be responsible for:
 - (1) Carrying out regular preventative minor maintenance (fluid levels, tyre pressure, internal and external cleaning, etc.).
 - (2) Reporting damage to the Chief Executive Officer in a manner which enables prompt repair.
 - (3) The security of the vehicle when under his or her control, including the use of any security device provided with the vehicle.
 - (4) Paying fines for parking and traffic infringements during all use by either the Mayor, or nominated alternative driver.
 - (5) Paying any cost for damage caused to the vehicle, which is not recoverable under Council's vehicle insurance provisions, relating to an accident in which the Mayor or nominated alternative driver

POL	PROVISION OF MAYORAL VEHICLE	SC48
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AGREEMENT & TERMS & CONDITIONS OF USAGE**MAYORAL MOTOR VEHICLE**

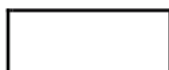
is deemed to be at fault due to negligence, or as otherwise lawfully determined.

10. The acquisition and replacement/changeover of the vehicle is to be administered in accordance with the City's Light Vehicle Fleet Acquisition and Disposal Practices.

This Agreement is signed at the City of Cockburn on this _____ day of _____, 20____ by:

Mayor

Chief Executive Officer



Item 8.4

DAPPS 28/02/2019

8.4 (2019/MINUTE NO 0005) INTERNATIONAL RELATIONS AND ENGAGEMENT POLICY**Author(s)** J Ngoroyemoto

Attachments

1. Proposed Policy - International Relations & Engagement [↓](#)
2. Policy - SC33-Sister City Relationships (to be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt proposed policy 'International Relations and Engagement', as shown in the attachment to the Agenda; and
- (2) delete policy 'SC33 Sister City Relationships' as shown in the attachment to the Agenda

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0**Background**

This policy has been reviewed as part of the organisational policy and position statement review. The review is complete and is therefore submitted for consideration at this Meeting.

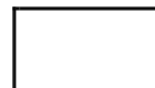
Submission

N/A

Report

The Council is committed to establishing strong and effective international relationships that build economic, social and cultural outcomes for the City of Cockburn. Upfront investment in relationships is necessary to the development of long term benefits. Relationships between decision makers are built through frequent and reciprocal political, cultural and business engagement.

The City of Cockburn has established Sister City Agreements with the City of Split, Croatia (formed in 1998); the City of Yue Yang, China (formed in 1998) and the City of Mobile, U.S.A. (formed in 2005).



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Item 8.4

Council has supported these relationships on an ongoing basis and established the current policy to state its intentions for the medium term future of these arrangements by the adoption of this policy. The proposed policy expands the scope to establishing and maintaining effective international relationships (inclusive of sister cities) to facilitate sustainability and continuous improvement in the development of the City's economic, social and environmental objectives.

The proposed policy focus has been widened to encompass all international relations and engagement. This policy exists to ensure that the international opportunities available to Cockburn are maximised, coordinated and strategically driven. The policy title has been changed to 'International Relations and Engagement'. The proposed policy also incorporates content from Policy 'SC33 – Sister City Relationships', and also now details all the types of international relationships recognised by the City.

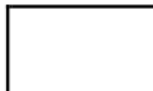
All international relationship initiatives must contribute to the achievement of at least one of the City of Cockburn Strategic Community Plan objectives. The Chief Executive Officer's Office shall be the central point of coordination and assessment of all international relationship initiatives. The proposed international relationship will be assessed by the Chief Executive Officer, in accordance with this policy. If, on the basis of the above assessment, the Chief Executive Officer considers that an international relationship is appropriate, it will then recommend the model of relationship to be pursued with the candidate City or organisation. A report to Council will then be prepared by the Chief Executive Officer's Office, with a recommendation on the proposed international relationship.

A separate guideline procedure will be developed to cover the following administrative matters:

- international protocols that must be applied by any City of Cockburn representatives when communicating and interacting with foreign delegates and international organisations
- procedures to be applied when entering into a new international relationship agreement
- procedures to be applied when hosting any inbound international delegation visit to the city
- procedures to be applied when requesting correspondence to international stakeholders, including; letters of welcome, letters of introduction and letters of invitation

The Office of the Mayor will provide necessary support for all international activities involving, or being undertaken on behalf of, the City of Cockburn.

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The CEO's Office is the central point of coordination and assessment and will work with internal and external stakeholders to successfully implement and maintain the range of international relations programs and activities. Delegates will provide assistance and support to manage visiting international delegations, sister city initiatives and general international relations activities as requested by the CEO's Office. Observance and application of formal protocols for communications and delegations is essential to establish, maintain and enhance relationships across communities, both locally and abroad.

Strategic Plans/Policy ImplicationsEconomic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Budget/Financial Implications

Visitation programs are allocated appropriate funding in Council's annual Municipal Budget.

Legal Implications

N/A

Community Consultation

An Elected Members Informing session was conducted on the 13 February to seek comment and feedback on the proposed policy.

Risk Management Implications

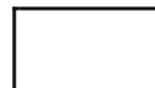
Adoption of the proposed policy will provide the City with consistent mechanisms to ensure effective international relations to achieve the City's strategic objectives. Failure to adopt the proposed policy might result in missed opportunities to access potential markets, enhance the City's cultural diversity reputation, commercial opportunities and international investment to contribute to the City's economic prosperity.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Title	International Relations & Engagement
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

This policy applies to all international relations, including Sister City, Friendly City, Memorandum of Understanding, Statement of Intent, Cooperative Agreement, Strategic City Alliance, Partnership City and Historical City relationships. This policy also applies to applications and requests to Council for letters of invitation and for intended visits by overseas delegations.

The purpose of the policy is to:

1. facilitate the development and maintenance of effective international relations that promote and enhance Cockburn's triple-bottom line sustainability;
2. outline the rationale and criteria for entering into new international relationships;
3. provide Council with guidelines for initiating and accepting requests to engage in new international relations;
4. outline the rationale and criteria for terminating an existing international relationship.

Policy Statement

The City of Cockburn is committed to establishing and maintaining effective relationships with international cities to facilitate sustainability and continuous improvement in the development of its economic, social and environmental objectives.

All international relationship initiatives must contribute to the achievement of at least one of the City of Cockburn Strategic Community Plan strategy objectives. The Chief Executive Officer's Office shall be the central point of coordination and assessment of all international relationship initiatives.

(1) Criteria

An international relationship may only be entered into if it is likely to yield one or more of the following outcomes:

1. Economic
 - (a) Business partnerships and opportunities;
 - (b) Trade, investment and / or export opportunities;
 - (c) Industry attraction and expansion;
 - (d) Introduction of new technologies;
 - (e) Tourism promotion opportunities.

[1]



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Title	International Relations & Engagement
Policy Number (Governance Purpose)	



2. Educational
 - (a) Enhanced education and training opportunities;
 - (b) Attraction of new tertiary institutions and students;
 - (c) Knowledge Intensive, Export Oriented (KIEO) university partnerships.
3. Environmental
 - (a) Ecosystem and biodiversity research and conservation partnerships;
 - (b) Environmental and climate change adaptation information exchange;
 - (c) Environmental technology and innovation exchange.
4. Social/Cultural
 - (a) Cultural enhancement;
 - (b) Attraction of sporting competitions and events;
 - (c) Improved governance, leadership and internal standing

(2) Sister Cities

1. Council will support a visitation program of each of its Sister Cities. Any program of visiting delegations, both inbound and outbound, will be supplemented by an appropriate funding allocation in Council's annual Municipal Budget. The visitation program will allow for annual delegations (incoming or outgoing) to be reciprocated to/by the partner City in the following financial year. The program will be routinely reviewed as a means of assessing the outcomes of the visits and determining their value for the future.
2. Council will encourage all delegates (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the benefits of these relationships, as noted at Clauses (1) 1 – 4 above.
3. Outbound delegations will be led by the Mayor and accompanied by the Deputy Mayor and up to a maximum of three (3) other Councillors and the Chief Executive Officer (CEO) or nominated representative. In the event of the Mayor not being available to attend any outbound delegation, the Deputy Mayor will be nominated to undertake this responsibility.
4. The principle of selecting Councillors referred to in Clause (2) 3 above will be on the basis of expressions of interest and administered by the CEO as follows:
 - (a) The CEO will arrange a ballot, if required, to which all Councillors participating in the ballot will be invited to attend at the time and place nominated by the CEO, and
 - (b) A register of delegates attending outward delegations is to be established and maintained by the Executive Support Unit.
5. The Mayor, accompanied by the Chief Executive Officer or his/her delegated nominee and any other person deemed to have relevance to the enhancing of the Sister City relationship, may participate in a delegation subject to appropriate provisions being made in the City's adopted budget.

[2]

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Title	International Relations & Engagement
Policy Number (Governance Purpose)	



(3) Review

Any formal international relationship entered into shall be for a defined and agreed term, and shall be reviewed within three months of expiry. Review criteria shall include:

1. Level of communication maintained between the two cities during the relationship term:
2. Benefits and outcomes achieved as a result of the relationship, in one or more of the following categories:
 - (a) Economic;
 - (b) Educational;
 - (c) Environmental;
 - (d) Social/cultural.
3. Specific projects or initiatives undertaken.

(4) International Relationships Types

Model	Purpose	Duration
Sister City	A Sister City relationship is a formal, long-term relationship based on diverse linkages between the two cities, including cultural, educational, tourism, sporting and business links. Sister Cities often have similar demographic and other characteristics; however, this is not a mandatory requirement. The relationship requires a high degree of commitment on both sides.	Generally an enduring, long-term commitment.
Friendly City	A Friendly City relationship is less formal than a Sister City relationship and it generally has a lower profile. It is likely to be a long-term relationship, but the level of required community support and involvement is not as high as for a Sister City relationship. For example, the purpose may be for only a particular sporting event held on an annual basis.	Generally enduring, but can be set for a specific term

[3]



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Title	International Relations & Engagement
Policy Number (Governance Purpose)	



Model	Purpose	Duration
Memorandum of Understanding (MoU)	A MoU is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, and may not imply a legal commitment. It is a more formal alternative to a Statement of Intent, but in some cases, depending on the exact wording, lacks the binding power of a contract.	Generally entered into for a specific term.
Statement of Intent	A Statement of Intent is a less formal agreement than a Sister City or MoU and is developed around a specific project with a specific timeline.	Generally reviewed annually; can be dissolved by mutual consent.
Cooperative Agreement	Cooperative Agreements are generally 3-5 year programs, based on the pursuit of specific objectives and opportunities between two cities.	Generally 3-5 years
Strategic City Alliance	A Strategic City Alliance aims to deliver increased benefits of business and cultural ties between two cities, providing businesses in both cities with an opportunity to explore and develop business ventures and partnerships	Generally 3 years, followed by a review.
Partnership City	A Partnership City relationship is generally a short-term relationship based on a specific project or initiative that two cities share (e.g. an environmental or school project of mutual benefit).	Generally 1-3 years short-term partnership.
Historical City	A Historical City relationship is one based on past or ceremonial links (e.g. links between a group of members in relation to a military unit or conflict).	Generally enduring.

[4]

Item 8.4 Attachment 1

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Title	International Relations & Engagement
Policy Number (Governance Purpose)	



Strategic Link:	Strategic Community Plan
Category	Business, Economy & Technology
Lead Business Unit:	Executive Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[5]



POL	SISTER CITY RELATIONSHIPS	SC33
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POLICY CODE:	SC33
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	14 July 2005
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	29 June 2005	28 November 2013
	22 March 2012	22 May 2014
	24 May 2012	24 August 2017
OCM:	14 July 2005	14 December 2013
	12 April 2012	12 June 2014
	12 June 2012	

BACKGROUND:

The City of Cockburn has established Sister City Agreements with the City of Split, Croatia (formed in 1998); the City of Yueyang, China (formed in 1998) and the City of Mobile, U.S.A. (formed in 2005).

Council has supported these relationships on an ongoing basis and wishes to state its intentions for the medium term future of these arrangements by the adoption of this Policy.

PURPOSE:

1. To promote Cockburn and assist in fostering economic development, tourism and trade relations.
2. To seek a wider understanding of other nations, their traditions, customs, education and cultures and similarly to promote to other nations the traditions, customs, education and cultures of Australia.
3. To foster international peace and goodwill

[1]

Item 8.4 Attachment 2

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POL	SISTER CITY RELATIONSHIPS	SC33
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POLICY:

- (1) The Council desires to maintain a small number of active sister city relationships based upon the benefits which can accrue, including trade, tourism, cultural, educational and sporting activities.
- (2) The Council considers that the abovementioned objectives can be achieved by:-
 1. Trade, cultural, educational, tourism and sporting exchanges.
 2. Official visits.
- (3) Accordingly, the Council's role will be:-
 1. To encourage exchanges.
 2. To facilitate and assist visits and exchanges (such as providing letters of introduction to the Sister City).
 3. To arrange an exchange of greeting on the occasion of visits from Sister Cities.
 4. To facilitate exchange of educational, cultural and promotional material.
 5. To encourage students to learn about a Sister City by carrying out school projects on that city.
 6. To provide information to visitors from Sister Cities on places of interest.
 7. To set up friendship associations for its Sister Cities, where possible.. These associations will be chaired by an Elected Member and would provide a vehicle for businesses, cultural and community groups, sporting associations and educational institutions to action the objectives of the Sister City relationship.
 8. To take an active role in the Sister Cities Australia organisation.
- (4) The question as to whether to establish additional Sister Cities should consider the possibility and benefits to be gained out of City/State Relationships.
- (5) These benefits should include but not be limited to:-
 1. Trade links between the two countries; preference being given to cities in countries where Australia has a free trade agreement or a proven trade record.

[2]



POL	SISTER CITY RELATIONSHIPS	SC33
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2. Cultural links between the two countries; preference being given to cities in countries where Council determines that the City would benefit from a greater awareness and appreciation of that country's traditions and customs.
 3. Sporting links between the two countries; preference being given to cities in countries where Australia has existing sporting links through national sporting federations.
 4. Tourism links between the two countries; preference being given to cities in countries who are major sources of visitors to Australia or who provide a potential market for local tourism operators.
 5. Education links between the two countries; preference being given to cities in countries that have existing educational exchange programmes or who provide a potential market for local educational institutions.
- (6) Council will support a visitation program of each of its Sister Cities. A calendar of visiting delegations, both inbound and outbound, will be supplemented by an appropriate funding allocation in Council's annual Municipal Budget. The visitation program will allow for annual delegations (incoming or outgoing) to be reciprocated to/by the partner City in the following financial year. The program will be reviewed following the completion of the initial scheduled visits relevant to each partner City, as a means of assessing the outcomes of the visits and determining their value for the future.
 - (7) Council will encourage all delegates (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the benefits of these relationships, as noted at paragraph 5 (1) – (5) above.
 - (8) Outbound delegations will be led by the Mayor and accompanied by the Deputy Mayor and up to a maximum of three(3) other Councillors and the Chief Executive Officer (CEO) or his/her nominated representative. In the event of the Mayor not being available to attend any outbound delegation, the Deputy Mayor will be nominated to undertake this responsibility.
 - (9) The principle of selecting Councillors referred to in (8) above will be on the following basis:
 1. Councillors wishing to join an outward delegation will submit their interest through the Chief Executive Officer (CEO) by a date and time specified by the CEO in writing.
 2. After the closure of nominations, if there are more than (3) Councillors who have submitted an interest to attend the delegation, then a ballot

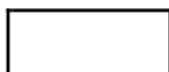
[3]

POL	SISTER CITY RELATIONSHIPS	SC33
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will be held of those Councillors only to fill the three (3) allocated positions.

3. If, following the process outlined in 2 above, there are three (3), or less, Councillors who have an interest in attending the delegation, then those Councillors only will participate in the delegation.
 4. The CEO will arrange a ballot, if required, to which all Councillors participating in the ballot will be invited to attend at the time and place nominated by the CEO, and
 5. A register of delegates attending outward delegations is to be established and maintained by the Executive Support Unit.
- (10) The Mayor and partner, accompanied by the Chief Executive Officer or his/her delegated nominee and any other person deemed to have relevance to the enhancing of the Sister City relationship, may participate in a delegation subject to appropriate provisions being made in the adopted budget.

[4]



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Item 8.4 Attachment 2

*Proposed Strategy – Sister City Program***SISTER CITY VISITATION SCHEDULE (PROPOSED)****2012 - 2017**

<u>YEAR</u>	<u>SISTER CITY</u>	<u>DESTINATION</u>	
2012	Mobile	From Cockburn	(Outbound)
2013	Mobile	To Cockburn	(Inbound)
2014	Split	From Cockburn	(Outbound)
2015	Split	To Cockburn	(Inbound)
2016	Yueyang	From Cockburn	(Outbound)
2017	Yueyang	To Cockburn	(Inbound)

[5]

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Item 8.5

8.5 (2019/MINUTE NO 0006) ELECTED MEMBERS APPOINTMENTS AND TRAINING - STANDING COMMITTEES, REFERENCE GROUPS, BOARDS & EXTERNAL ORGANISATIONS

Author(s)	J Ngoroyemoto
Attachments	<ol style="list-style-type: none"> 1. Proposed Policy - Elected Members Appointment & Training - Standing Committees, Reference Groups, Boards & External ↓ 2. Delegated Authority - AC3-Election of Members to External Boards, Panels or Committees Delegated Authority (to be deleted) ↓ 3. Policy - AC5-Election of Members to External Boards, Panels or Committee (to be deleted) ↓ 4. Policy - SC4-Establishment of Issue Based Committees (to be deleted) ↓ 5. Policy - SC29-Elected Members Representing Council on External Committes (to be deleted) ↓ 6. Position Statement - PSES10-Reference Groups of Council (to be deleted) ↓ 7. Position Statement - PSES14-Training of Council Delegates on Committees or Boards (to be deleted) ↓

RECOMMENDATION

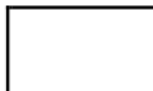
That Council:

- (1) adopt the proposed policy 'Elected Members Appointment and Training – Standing Committees, Reference Groups, Boards & External Organisations, as shown in the attachment to the Agenda; and
- (2) delete the following policies, position statements and associated delegated authorities, as shown in the attachments to the Agenda:
 1. AC3 – Election of Members to External Boards, Panels or Committees Delegated Authority;
 2. AC5 - Election of Members to External Boards, Panels or Committees Policy;
 3. SC4 - Establishment of Issue Based Committees Policy;
 4. SC29 - Elected Member Representing Council on External Committees Policy,
 5. PSES10 - Reference Groups of Council Policy; and
 6. PSES14 – Training of Council Delegates on Committees or Boards Policy.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION

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MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0

Background

This policy has been reviewed as part of the organisational policy and position statement review. The review is complete and is therefore submitted for consideration at this Meeting.

Submission

N/A

Report

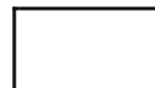
The proposed policy is an amalgamation of the following policies and position statements:

- SC4 - Establishment of Issue Based Committees
- SC29 - Elected Member Representing Council on External Committees,
- AC5 - Election of Members to External Boards, Panels or Committees
- PSES10 - Reference Groups of Council.
- PSES14 – Training of Council Delegates on Committees or Boards

Policy 'SC4 - Establishment of Issue Based Committees' – there is a lot of content in this policy which refers to groups which have a delegated authority to make decisions on behalf of Council. The intent of Policy SC4 has very minimal effect, as Council decisions now tend to control these outcomes on the rare occasions they are required (e.g. Spearwood Avenue Mural Working Group). Consequently, the content of this policy has been excluded as it is considered unnecessary.

Policy 'SC29 - Elected Member Representing Council on External Committees' – most of the content from this policy has been included in the proposed new policy.

Policy 'AC5 - Election of Members to External Boards, Panels or Committees' contains mostly procedural content. Much of this is to be



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incorporated into a process which is to be distributed to Elected Members and is to remain unchanged.

Position Statement PSES10 – Reference Groups of Council

The Council's position has been included in the new policy and content replicated almost in entirety.

Position Statement PSES14 – Training of Council Delegates on Committees or Board

The Council's position has been included in the new policy and content replicated almost in entirety.

A process of calling for nominations needs to be more formally established and followed. Accordingly, a Model Terms of Reference for Reference Groups will be created to supplement this policy and submitted to Council for adoption following the 2019 elections.

Delegated Authority DA – AC3 'Election Of Members To External Boards, Panels Or Committees' is recommended for deletion, as the CEO will be authorised to exercise the methodology to administer the selection of elected members to external Boards, Panels or Committees through the proposed Policy.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

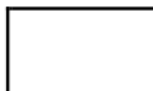
N/A

Community Consultation

An Elected Members Informing session was conducted on the 13 February to seek comment and feedback on the proposed policy.

Risk Management Implications

The risk to Council of deferring a decision or not adopting the proposed policy is that the old policies and delegated authorities will continue



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when there is an opportunity to modernise and improve the policy to ensure greater clarity.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Title	Elected Members Appointments & Training – Standing Committees, Reference Groups, Boards & External Organisations
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

This policy is to provide the guidance for Council to establish Standing Committees, Reference Groups and to appoint delegates to external committees/groups. It outlines the membership and requirements of such groups. Additionally it covers the broad principles around participation in external committees/groups and ensures an adequate training programme is established to provide an awareness for Council appointed delegates on the responsibilities associated with their role and function.

Policy Statement

Generally, appointments to Standing Committees, Reference Groups and external committees/groups will be made biennially, following Council elections. When required, membership changes may be made; new groups may be established and appointments made, and or groups disbanded or membership ceased to external groups.

For all appointments, the Chief Executive Officer is to seek expressions of interest from Elected Members. The Chief Executive Officer is able to exercise the methodology to administer the selection of elected members to external Boards, Panels or Committees. In seeking expressions of interest, the Chief Executive Officer is to provide as much information as possible, including frequency / timing of meetings and whether remuneration to members is applicable. A process for nominations and appointments is to be recorded and distributed to Elected Members.

(1) Standing Committees

The Local Government Act 1995, Section 5.8, states that a local government may establish committees to assist the Council and exercise the powers and discharge the duties of the local government that can be delegated to committees. Section 5 of the Act refers.

(2) Reference Groups

Council may establish reference groups for the purposes of dealing with issues of special focus or nature. These groups have no decision making authority but may provide advice and recommendations to Council.

A Terms of Reference is to be established for each group. The Terms of Reference is to include:

1. Name of the group
2. Purpose of the group

[1]



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Title	Elected Members Appointments & Training – Standing Committees, Reference Groups, Boards & External Organisations
Policy Number (Governance Purpose)	



3. Membership of the group
4. Quorum
5. Roles and Responsibilities
6. Accountability (reporting structure and process)
7. Term (if temporary) or planned review of group
8. Meeting information – frequency, records, communication, confidentiality

(3) External Organisations

Council may appoint delegates to externally established committees and advisory / reference groups for the purposes of facilitating two way communications.

To ensure that Council appointed delegates to external groups do not compromise or commit Council on issues, delegates are to comply with the following principles.

1. Council appointed delegates to external committees or organisations may provide input and vote on matters under consideration, provided that their input is not, or could be, in conflict with a position of Council and is otherwise considered by the delegate to be in the best interests of the City of Cockburn.
2. Where an issue, or issues, under consideration by an external committee or organisation is known to be, or could be, in conflict with a formal position of Council, it is the responsibility of the Council appointed delegate to present the formal Council position to the committee or organisation at which he or she is representing Council.
3. In cases where a matter under consideration by the external committee or organisation is known in advance and is likely to be of specific interest to Council, the Council appointed delegate should notify the Chief Executive Officer (CEO) of the matter immediately, and prior to the meeting at which the matter is to be discussed, for advice.
4. Where, in the opinion of the CEO, the matter is of a politically sensitive nature, the CEO shall refer the matter to the Mayor to, if appropriate, make a statement on behalf of the City.
5. Where the Mayor speaks on behalf of Council on an issue pursuant to Clause (3) 3 above, this position shall be made known to the Council appointed delegate to convey to the relevant meeting at which the issue is to be considered.
6. Should an issue arise at a meeting of which no previous indication or notice was given, and which is, or could be, of interest to Council, the Council appointed delegate should inform the meeting of that fact and refrain from formally participating in any outcome associated with the issue or committing Council, or presenting an opinion on the matter, on behalf of Council.

[2]

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Title	Elected Members Appointments & Training – Standing Committees, Reference Groups, Boards & External Organisations
Policy Number (Governance Purpose)	



7. Where a Council appointed delegate to an external committee or organisation is uncertain whether an item or issue raised at a meeting of the committee or organisation is, or is likely to be, an issue of interest to the Council, the delegate should preface any remarks or action taken in the role of Council delegate that, in the absence of any formal position adopted by the City in relation to the matter, the comments and other participatory action by the delegate are provided to the best of the delegate's knowledge as being in the best interests of the City of Cockburn, but may be subject to being amended or overruled in the future, by decision of the Council.

(4) Training of Council Delegates on Committees or Boards

As part of an effective Corporate Governance regime, it is expected that Council appointees will be adequately aware of their role and responsibilities when acting in a capacity as Council's delegate.

1. Upon the appointment of Council delegates as representatives of the City of Cockburn to any internally established committee, pursuant to the Local Government Act, 1995, or to any externally established Board or other organisation, arrangements shall be made, through Council's Executive Services Department, to have delegates enrolled to complete an appropriate training session relevant to the appointed role.
2. The training described in Clause (4) 1 above shall include, but not necessarily be limited to, the following subjects:-
 - (a) Roles and Responsibilities of Board/Management Committee members;
 - (b) Legal implications;
 - (c) Financial management and accountability;
 - (d) Risk management;
 - (e) Constitutions;
 - (f) the Association and Incorporations Act 1987; and
 - (g) due diligence as a Board / Management Committee member.
3. All Council appointed delegates shall be required to undertake this training within 12 months of their appointment by Council.
4. Elected Member delegates re-appointed by Council following biennial local government elections shall only be required to repeat the training, should they be re-elected as member of Council (i.e. every 4 years).
5. Similarly, Council employees re-appointed as delegates following biennial local government elections shall be required to repeat the training every 4 years.
6. Where possible, the relevant training will be undertaken to include the maximum number of Council delegates identified as requiring the training.

[3]



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Item 8.5 Attachment 1

Title	Elected Members Appointments & Training – Standing Committees, Reference Groups, Boards & External Organisations
Policy Number (Governance Purpose)	



Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[4]

Item 8.5 Attachment 2

DAPPS 28/02/2019

DA	ELECTION OF MEMBERS TO EXTERNAL BOARDS, PANELS OR COMMITTEES	AC3
----	--	-----

DELEGATED AUTHORITY CODE:	AC3
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	10 September 2015
DATE LAST REVIEWED:	14 September 2017
POLICY REF.:	AC5
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	2 June 2015 27 August 2015 24 August 2017
OCM:	11 June 2015

FUNCTION DELEGATED:

The authority to exercise the methodology to administer the selection of elected members to external Boards, Panels or Committees.

CONDITIONS/GUIDELINES:

1. As provided in Council Policy AC5 (1) – (3)
2. All transactions utilising this delegation are to be recorded in the Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided under conditions

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy AC5 "Election of Members to External Boards, Panels and Committees" refers.

DELEGATE:

Chief Executive Officer

DELEGATE/S AUTHORISED:

Nil

[1]



DAPPS 28/02/2019

Item 8.5 Attachment 3

POL	ELECTION OF MEMBERS TO EXTERNAL BOARDS, PANELS OR COMMITTEES	AC5
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POLICY CODE:	AC5
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	10 September 2015
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AC3
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	2 June 2015 27 August 2015 24 August 2017
OCM:	11 June 2015

BACKGROUND:

Council is regularly requested to nominate candidates for external Boards, Panels and Committees whose functions are integral, or otherwise of relevance, to local government. Where possible, these appointments will take place following the biennial Council elections cycle in accordance with Policy SC29 "Elected Members Representing Council on External Committees". However, where appointments are required to be confirmed outside of this timeframe, it is necessary for Council to select a suitable candidate or candidates on an as required basis.

PURPOSE:

To expedite and streamline the process of nominations by elected members for appointment to various external organisations which have relevance to the functions of the City of Cockburn.

POLICY:

- (1) Upon notification to the Chief Executive Officer (CEO) of any request from an external organisation for Council to nominate an elected member representative or representatives to that organisation, the CEO is to advise all elected members of the request as soon as practicable following the notification, seeking expressions of interest for the position/s.

[1]

Item 8.5 Attachment 3

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POL	ELECTION OF MEMBERS TO EXTERNAL BOARDS, PANELS OR COMMITTEES	AC5
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- (2) The advice from the CEO will contain as much information as possible related to the vacancy, including such details as frequency / timing of meetings and whether remuneration to members is applicable, to enable elected members to consider their interest and suitability for the position/s sought.
- (3) The CEO will advise that formal nominations from elected members wishing to be considered for the relevant role/s can be submitted to the Executive Services Unit and this advice will include the dates and times that nominations will open and close and whether any necessary supporting information or documentation is required to accompany their nomination, and provide a copy of the completed nomination form and any supporting information or documentation provided by the Elected Member(s) to all Elected Members prior to the meeting.
- (4) Each Elected Member who has nominated to be provided with up to two minutes at the relevant Council Meeting to present their case for being elected to the vacancy that is before Council.
- (5) Elected Members to vote on the nominations before them if there is more than one nomination, when called upon to do so by the Presiding Member.
- (6) If there is a majority vote for one or more Elected Member or Members a resolution of Council is then required to appoint the Elected Member or members, as the case may be, to the position or positions.

[2]



DAPPS 28/02/2019

Item 8.5 Attachment 4

POL	ESTABLISHMENT OF ISSUE BASED COMMITTEES	SC4
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POLICY CODE:	SC4
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	18 July 2000
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

BACKGROUND:

Council is often confronted by local issues which may affect one portion, area or sector of the District, while having little or no impact on the remainder of the City or its residents.

PURPOSE:

To establish Advisory or Reference Committees to advise Council on specific projects or matters of localised concern and where appropriate make decisions on behalf of Council under the Delegated Authority of Council.

POLICY:

- (1) The City of Cockburn acknowledges its responsibilities to consult with the community when considering applications or proposals from developers, public authorities or other stakeholders within the City which have the potential to impact, or raise the concern of impact on the amenity or livability of a specifically defined local area or demographic population base.
- (2) In order to effectively address any such matters which may arise from time to time, Council may establish pursuant to Sec. 5.8 of the Local Government

[1]

Item 8.5 Attachment 4

DAPPS 28/02/2019

POL	ESTABLISHMENT OF ISSUE BASED COMMITTEES	SC4
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Act, 1995, Issue Based Committees to advise Council, or where authority is delegated to the Committee by Council, pursuant to Sec 5.16 of the Act, determine on behalf of Council in respect of matters which pertain to the brief for which the committee is established.

The Aims and Objectives of these Committees will be stipulated by Council, upon appointment. Committees established pursuant to this policy do not include those provided for under Council's Town Planning Scheme No. 3 to prepare specialist advice to Council on heritage matters and particular projects and to act as reference groups to represent the views of a locality within the district on relevant applications and proposals that are referred to Council from time to time.

- (3) All Committees establish under this Policy will comprise of the following:

1. A minimum of one elected member of Council,
2. An employee of the City of Cockburn and designated by the Chief Executive Officer and
3. A maximum of three community members to be appointed by Council, following a call for nominations to join the Committee. All advertising for these nominations will stipulate any selection criteria considered necessary, as well as include any other information which will encourage any person with related expertise and capability to respond to the nomination procedure.

- (4) Where Committees operate with the delegation of council to make decisions on its behalf, they shall operate with open doors as publicly accessible meetings in accordance with the Act.

Otherwise, any recommendations from the committee will be forwarded to Council, as soon as practicable, for consideration and determination.

Issue Based Committees operating with Delegated Authority of Council will not knowingly make decisions which contravene Sec 3.18(3) of the Act in regard to the requirement for Councils to integrate and coordinate, so far as practicable, services and facilities it provides, with any provided by the Commonwealth, State or any Public body.

- (5) Committees operating in an advisory capacity only will be expected to provide their own secretarial and administrative support, with a copy of all Meeting minutes to be forwarded to Council, following confirmation of same for Council records, pursuant to Sec 5.22 of the Act. Such administrative support can be either in the form of a voting committee delegate or an additional volunteer member, without voting rights. In specific circumstances, Council may allocate this support to a level considered necessary for its effective operation.

[2]



POL	ESTABLISHMENT OF ISSUE BASED COMMITTEES	SC4
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- (6) Once the business of any Issue Based Committee established by Council has been completed, it will advise Council, at which time it will be considered as being formally disbanded, pursuant to Sec 5.11 (l) (c) of the Act.
- (7) Where possible, Issue Based Committees will initially be established following the election processes of Council (i.e. biennially) to encourage elected members to familiarise themselves with local issues of interest and concern and accommodate the development of an operational brief (Aims and Objectives) of the Committee.
- (8) Notwithstanding point 7 above, Council may consider the establishment of an appropriate Issue Based Committee at any time, upon recommendation of an elected member(s), employee(s) or a member (s) of the public or Community organisation (incorporated or not)

[3]

Item 8.5 Attachment 5

DAPPS 28/02/2019

POL	ELECTED MEMBERS REPRESENTING COUNCIL ON EXTERNAL COMMITTEES	SC29
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POLICY CODE:	SC29
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	18 May 2004
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	21 April 2004 22 March 2012	28 November 2013 24 August 2017
OCM:	18 May 2004 12 April 2012	12 December 2013

BACKGROUND:

Following Council elections every two years, Elected Members are appointed to both Internal Committees and as Council representatives to externally based organisations and committees as a means of conducting two way communication between Council and the organisations.

PURPOSE:

To ensure that Council appointed delegates to external committees do not compromise or commit Council on issues of mutual interest to both organisations where it is known that Council has, or may in the future have, a formal position on a matter under consideration by the external committee.

POLICY:

- (1) Council shall formally appoint delegates to external organisations at the same meeting as it appoints membership to its internal Committees following each Council election.
- (2) Council appointed delegates to external committees or organisations may provide input and vote on matters under consideration, provided that their input is not, or could be, in conflict with a position of Council and is otherwise considered by the delegate to be in the best interests of the City of Cockburn.

[1]



POL	ELECTED MEMBERS REPRESENTING COUNCIL ON EXTERNAL COMMITTEES	SC29
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- (3) Where an issue, or issues, under consideration by an external committee or organisation is known to be, or could be, in conflict with a formal position of Council, it is the responsibility of the Council appointed delegate to present the formal Council position to the committee or organisation at which he or she is representing Council.
- (4) In cases where a matter under consideration by the external committee or organisation is known in advance and is likely to be of specific interest to Council, the Council appointed delegate should notify the Chief Executive Officer (CEO) of the matter immediately, and prior to the meeting at which the matter is to be discussed, for advice.
- (5) Where, in the opinion of the CEO, the matter is of a politically sensitive nature, the CEO shall refer the matter to the Mayor to, if appropriate, make a statement on behalf of the City.
- (6) Where the Mayor speaks on behalf of Council on an issue pursuant to sub-clause (4) above, this position shall be made known to the Council appointed delegate to convey to the relevant meeting at which the issue is to be considered.
- (7) Should an issue arise at or during a meeting of which no previous indication or notice was given, and which is, or could be, of interest to Council, the Council appointed delegate should inform the meeting of that fact and refrain from formally participating in any outcome associated with the issue or committing Council, or presenting an opinion on the matter, on behalf of Council.
- (8) Where a Council appointed delegate to an external committee or organisation is uncertain whether an item or issue raised at a meeting of the committee or organisation is, or is likely to be, an issue of interest to the Council, the delegate should preface any remarks or action taken in the role of Council delegate that, in the absence of any formal position adopted by the City in relation to the matter, the comments and other participatory action by the delegate are provided to the best of the delegate's knowledge as being in the best interests of the City of Cockburn, but may be subject to being amended or overruled in the future, by decision of the Council.

[2]

Item 8.5 Attachment 6

DAPPS 28/02/2019

POS	REFERENCE GROUPS OF COUNCIL	PSES10
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POSITION STATEMENT CODE:	PSES10
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	15 April 2003
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	13 December 2007 14 February 2013 13 March 2014

BACKGROUND:

Council has for many years established a number of Reference Groups to provide advice to Council on a range of issues.

PURPOSE:

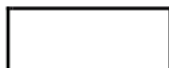
Included in the City's Strategic Corporate Plan are a number of commitments related to community consultation and identifying community needs.

The establishment of Reference Groups facilitates the provision of informed and considered views on issues for inclusion in Council deliberation.

POSITION:

- (1) From time to time Council will establish Reference Groups of 3 or more persons to assist Council on dealing with issues of a special focus or nature.
- (2) All Reference Groups established are required to have a terms of reference approved by the Council of the City of Cockburn
- (3) At its discretion the Council will establish Reference Groups for specific purposes or projects with a life limited to the length of the purpose or project in question.

[1]



POS	REFERENCE GROUPS OF COUNCIL	PSES10
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- (4) Where a person is selected as a member the person's membership continues until:
- the Council removes the person from the Reference Group or the member resigns, or;
 - the Reference Group is disbanded;

whichever happens first.

To be deleted

[2]

Item 8.5 Attachment 7

DAPPS 28/02/2019

POS	TRAINING OF COUNCIL DELEGATES ON COMMITTEES OR BOARDS	PSES14
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POSITION STATEMENT CODE:	PSES14
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	12 October 2006
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

BACKGROUND:

From time to time, Council appoints delegates to internally established committees or external boards or organisations with which Council has an affiliation. As part of an effective Corporate Governance regime, it is expected that such appointees will be adequately aware of their role and responsibilities when acting in a capacity as Council's delegate.

PURPOSE:

To ensure an adequate training programme is established to provide an awareness to Council appointed delegates on the responsibilities associated with their role and function.

POSITION:

- (1) Upon the appointment of Council delegates as representatives of the City of Cockburn to any internally established committee, pursuant to the Local Government Act, 1995, or to any externally established Board or other organisation, arrangements shall be made, through Council's Executive Services Department, to have delegates enrolled to complete an appropriate training session relevant to the appointed role.

[1]



POS	TRAINING OF COUNCIL DELEGATES ON COMMITTEES OR BOARDS	PSES14
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- (2) The training described in 1 above shall include, but not necessarily be limited to, the following subjects:-
1. Roles and Responsibilities of Board / Management Committee members;
 2. Legal implications;
 3. Financial management and accountability;
 4. Risk management;
 5. Constitutions;
 6. the Association and Incorporations Act 1987; and
 7. due diligence as a Board / Management Committee member.
- (3) All Council appointed delegates shall be required to undertake this training within 12 months of their appointment by Council.
- (4) Elected Member delegates re-appointed by Council following biennial local government elections shall only be required to repeat the training, should they be re-elected as an elected member of Council (i.e. every 4 years).
- (5) Similarly, Council employees re-appointed as delegates following biennial local government elections shall be required to repeat the training every 4 years.
- (6) Where possible, the relevant training will be undertaken to include the maximum number of Council delegates identified as requiring the training.

[2]

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Item 8.6

8.6 (2019/MINUTE NO 0007) ELECTIONS - CARETAKER PERIOD POLICY

Author(s) S Seymour-Eyles

Attachments 1. Policy - Elections-Caretaker Period [↓](#)

RECOMMENDATION

That Council adopt the Draft Policy 'Elections - Caretaker Period', as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Cr M Separovich SECONDED Mayor L Howlett

That the recommendation be adopted

AMENDMENT TO MOTION

MOVED Cr M Separovich that the Caretaker Period take effect 42 days at the period of time from the date nominations are open.

MOTION LOST FOR WANT OF A SECONDER

ORIGINAL MOTION PUT AND LOST 1/2

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

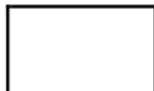
That the matter be deferred to a future Delegated Authorities, Policies and Position Statements Committee Meeting until legal advice is sought in relation to the Mayor's ability to make comments in accordance with the Local Government Act, with reference to Clause (5) 4(b) of the Policy..

CARRIED 3/0

Reason for Decision

Mayor Howlett raised concern in relation to the term 'proactive publicity' during the Caretaker Period. He advised that the role of the Mayor of the City is enshrined in legislation. The Policy as presented clearly is contrary to that what is outlined in the Local Government Act. He queried whether any legal authority had been sought to prevent the

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Mayor from commenting on any matter that is before the Council or the wider community. Further to this he requested that legal advice be obtained to clearly clarify the role of the Mayor during this period.

Background

In August 2018, the WA Local Government Association (WALGA) developed a Draft Electoral Caretaker Period Policy for local government, to ensure that any perceptions of Council decisions being made for the advantage and / or disadvantage of candidates at Council elections would be addressed.

During an election campaign period there can be additional public scrutiny and added political considerations as matters are brought before Council.

The community has a right to expect that Council decisions reflect their wishes; that the City conducts its business in a transparent and accountable manner and that elections are conducted in an ethical, fair and equitable way.

Restrictions on Local Government decisions and activities during a 'caretaker period' have the purpose of preventing actual or perceived advantage or disadvantage to a candidate that may arise from Council decisions, activities or use of public resources.

Submission

N/A

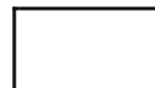
Report

The proposed Policy has implications for major decision making, public consultation, publications, publishing of information, the use of City of Cockburn resources and access to information and advice.

This Policy is to be applied in conjunction with all other relevant legislation, local laws, delegations, policies, procedures and processes of the City, providing guidance to ensure the continuation of ordinary business.

The Caretaker Period for Local Government Elections proposes to take effect at the period of time from the close of nominations, being 37 days prior to the Council Election Day (4pm) in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

This Policy will provide guidance in the lead up to Election Day, ensuring that major decisions which would bind an incoming Council are avoided where possible, preventing the use of public resources in



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Item 8.6

ways that could be seen to be advantageous to, or promoting candidates seeking election and also ensuring staff act impartially in relation to all candidates.

This Policy applies to Elected Members and employees of the City of Cockburn during the Caretaker Period and covers:

- a) Notices of Motions and Matters for Investigation submitted by Elected Members and specific decisions that are made by the Council;
- b) Information and material published by the City;
- c) Attendance and participation at some functions and events;
- d) Use of the City's resources;
- e) Access to information held by the City;
- f) Staff engagement with candidates and/or Elected Members.

The Chief Executive Officer will ensure as far as possible that all Elected Members and employees are aware of the Caretaker Period Policy and practices, at least 30 days prior to the start of the Caretaker Period.

Key points covered in the policy

1. Major decisions

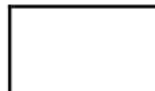
As far as reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions, major consultations or major commitments for consideration during a Caretaker Period

In some circumstances there may be prevailing circumstances where the CEO may permit a matter defined as a major policy decision, major consultation or major commitment to be submitted to the Council during the Caretaker Period. These circumstances are detailed in the policy and include;

- (a) whether the process has substantially commenced and/or approvals are in place
- (b) the possibility of legal and/or financial repercussions if it is deferred
- (c) whether any related consultation is a mandatory statutory process or required under existing policy

2. Elected Member interactions

Elected Members should take particular care when considering planning matters; undertaking a consultation or advocacy role on behalf of members of the community or representing the Council's communications with State or Federal Government entities. Any



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potential conflict with these activities by Elected Members should be clarified with the City's Administration in advance.

3. Use of material received in the role of an Elected Member

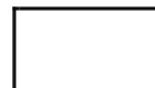
Information received in the role of an Elected Member, is not to be used for campaigning purposes. This includes claiming personal credit of previous council decisions in their marketing material. This may be seen as using the position of an Elected Member to gain an advantage and could be contrary to the Local Government (Rules of Conduct) Regulations 2007.

4. Media

- Elected Members will not use their position as an elected representative or their access to City staff or resources to gain media attention in support of their or any candidate's election campaign.
- During the Caretaker Period there will be no proactive publicity shots used by the City in any form involving any Elected Member who is also a candidate for re - election.
- The Mayor may still be quoted in media responses during the Caretaker Period when providing information as spokesperson on behalf of the City.
- Proactive statements in the media realm will be otherwise managed by the CEO during the Caretaker Period in the case of a Mayoral election
- Proactive media during the Caretaker Period will be restricted to operational matters that are already before Council, wherever possible.
- Candidates may not use the City's social media accounts to profile themselves, their campaign or provide any responses or comments to questions or statements on the City's social media pages.

5. Events:

- Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period and may appear on externally run social media pages.
- Events and/or functions organised by the City and held during the Caretaker Period will be limited to only those that the Chief Executive Officer considers essential to the operation of the City.
- Elected Members nominating as a candidate for local, state or federal government elections are not permitted to have any formal role at events/functions organised or sponsored by the City during the Caretaker Period, other than the provision of a short welcome where appropriate.



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- Elected Members must not distribute any campaign material or promote their campaign at any City of Cockburn organised Civic Events/Functions/Official Openings.
- Elected Members appointed to community groups and other external organisations as representatives of the City shall not use their attendance at meetings of these groups to either recruit assistance with electoral campaigning or to promote their personal electoral campaign, or that of any other candidate.

6. Hire of City facilities by Community Groups

Community groups who wish to hire City owned premises to interview or record (audio visual) election candidates in a public forum may do so, subject to the relevant venue hire charge being paid in accordance with the City's normal practices.

7. Use of council accessed information

Information, briefing material and advice prepared or secured by staff for an Elected Member must be necessary to the carrying out of the Elected Member's role. Any Council information accessed must not be used for election purposes.

8. Information request register

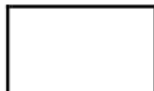
An information Request Register will be maintained by the Chief Executive Officer during the Caretaker Period. The Register will be a public document that records all requests for information made by candidates for local, state or federal elections and the response provided.

9. Employees

- During the Caretaker Period no City employees may make any public statement that relates to an election issue, other than those made by the CEO in a legislative context..
- Employees must avoid assisting Elected Members in ways that could create a perception that they are assisting for electoral purposes.
- Employees must not accept employment (voluntary or paid) related to local elections in support of any candidate.
- Employees must not interact with candidates on their personal social media pages during the Caretaker Period.

10. Local Government Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will initially be directed to the Returning Officer or, where the matter is outside the responsibility of the Returning Officer, to the Chief Executive Officer or delegate



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11. Electoral Signs

Electoral signage is not permitted within road reserves (this includes Council verges outside private properties) for reasons of:

- Pedestrian safety;
- Risk aversion and exposed liability to the City for injuries or damage; and
- Vehicle safety

Electoral signage is not permitted on City Reserves or City infrastructure.

The installation of signage on private property requires permission from the land owner.

12. State and Federal Government Elections

Elected Members who nominate, or are pre-selected by a political party to contest a state or federal election, should avoid any appearance that their position on Council is being used as a platform for their state or federal election campaign during the election period.

In summary, the proposed Policy largely reflects the WALGA template, with some modifications made to align with local circumstances.

Other references that are relevant to this policy:

Legislative Requirements: *Local Government Act 1995*

Local Government (Election) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Local Law- Standing Orders

Code of Conduct – Elected Members

Electoral signage is governed by the Electoral Act 1907 and the Local Government Act 1995.

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

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Sections 4.87; 5.93 and 5.103 of the Local Government Act 1995 and Regulation 8 of the Local Government (Rules of Conduct) Regulations refer.

Community Consultation

N/A

Risk Management Implications

Not providing clear rules to staff and Elected Members around the caretaker period results in confusion and inappropriate activity which could negatively affect the reputation of the City/Council and lead to Council decisions being made for political purposes, rather than in the broader community's best interests.

Not adopting this policy will result in remaining with no clear guidelines during the caretaker period around a number of activities which could disadvantage candidates.

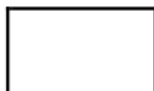
Adopting this policy will provide staff and Elected Members with clear guidelines and candidates with equality during the election period.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 8.6 Attachment 1

Title	Elections – Caretaker Period
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

During an election campaign period there can be additional public scrutiny and added political considerations as matters are brought before Council.

The community has a right to expect that Council decisions reflect their wishes; that the City conducts its business in a transparent and accountable manner and that elections are conducted in an ethical, fair and equitable way.

The policy will provide guidance in the lead up to Election Day, ensuring that major decisions which would bind an incoming Council are avoided where possible, preventing the use of public resources in ways that can be seen to be advantageous to, or promoting candidates and also ensuring staff act impartially in relation to candidates.

This Policy has implications for major decision making, public consultation, publications, publishing of information, the use of City of Cockburn resources and access to information and advice.

This policy is to be applied in conjunction with all other relevant legislation, local laws, delegations, policies, procedures and processes of the City, providing guidance to ensure the continuation of ordinary business.

Policy Statement

The Caretaker Period for Local Government Elections will take effect at the period of time from the close of nominations being 37 days prior to the Council Election Day (4pm) in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

(1) Scope

1. This Policy applies to Elected Members and employees of the City of Cockburn during the Caretaker Period and covers:
 - (a) Notices of Motions and Matters for Investigation submitted by Elected Members and specific decisions that are made by the Council;
 - (b) Information and material published by the City;
 - (c) Attendance and participation at functions and events;
 - (d) Use of the City's resources;
 - (e) Access to information held by the City;
 - (f) Staff engagement with candidates and/or Elected Members.

[1]

Item 8.6 Attachment 1

DAPPS 28/02/2019

Title	Elections – Caretaker Period
Policy Number (Governance Purpose)	



2. The Chief Executive Officer will ensure as far as possible that all Elected Members and employees are aware of the Caretaker Period Policy and practices, at least 30 (thirty) days prior to the start of the Caretaker Period.
 3. It is prohibited under this policy, except where the process has substantially commenced and/or approvals are in place, for public consultation to be commenced during the Caretaker Period on an issue which is contentious, unless the consultation is a mandatory statutory process or required under existing policy.
 4. This Policy only applies to decisions made during the Caretaker Period and not the announcement of decisions made prior to the Caretaker Period, however, as far as practicable any such announcements should be made before the Caretaker Period begins.
- (2) Scheduling consideration of major policy decisions or Council commitments during Local Government Caretaker Period.
1. As far as reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions, major consultations or major commitments for consideration during a Caretaker Period and instead should ensure that such decisions are either:
 - (a) Considered by the Council prior to the local government Caretaker Period; or
 - (b) Scheduled for determination by the incoming Council.
- (3) Prevailing Circumstances
1. In some circumstances, the CEO may permit a matter defined as a major policy decision, major consultation or major commitment to be submitted to the Council during the Caretaker Period. The CEO is to have regard to a number of circumstances including, but not limited to:
 - (a) whether the decision is significant
 - (b) the urgency of the issue
 - (c) whether the process has substantially commenced and/or approvals are in place
 - (d) the possibility of legal and/or financial repercussions if it is deferred
 - (e) unless the consultation is a mandatory statutory process or required under existing policy
 - (f) whether the decision is likely to be controversial or contentious, and;
 - (g) the best interests of the City of Cockburn.
- (4) Elected Member interactions
- During the caretaker period, Elected Members should take particular care when:
1. Considering planning matters before the Council in its role as a responsible authority, under the *Planning and Development Act 2005*. It should be noted that items considered by the Joint Development Assessment Panel

[2]



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Title	Elections – Caretaker Period
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are done so under a separate process and this policy does not apply;

2. Undertaking a consultation or advocacy role on behalf of members of the community;
3. Representing the Council's communications with State or Federal Government entities; and:
4. Information received in the role of an Elected Member, is not to be used for campaigning purposes. This includes claiming personal credit of previous council decisions in their marketing material.

(5) Marketing

1. Publishing Electoral Material

The City will not print, publish or distribute, or authorise others to print, publish or distribute on behalf of the City anything that contains 'electoral material' during the Caretaker Period, other than announcing the election, encouraging residents to ensure they are enrolled on the Electoral Roll and encouraging them to vote. The City will also publish the electoral related biographies of all candidates on its website.

Information on the City's website about current Elected Members who are standing for re-election will be restricted to current names and contact details together with a link to their electoral biography.

2. Candidate and/or Elected Member Publications

Candidates and/or Elected Members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the City. They must not use the City of Cockburn logo or crest or anything resembling them in their campaign material.

3. City of Cockburn Publications

There will be no Mayoral message or interviews with Councillors or images of any Councillors in the City's printed material during the Caretaker Period. This includes printing of the Elected Member's contact details. This clause does not apply to information published prior to the Caretaker Period.

4. Media

- (a) Elected Members will not use their position as an elected representative or their access to City staff or resources to gain media attention in support of their or any candidate's election campaign.
- (b) During the Caretaker Period there will be no proactive publicity shots used by the City in any form involving any Elected Member.
- (c) The Mayor will still be quoted in media responses during the Caretaker Period when providing information as spokesperson on

[3]

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- behalf of the City.
- (d) Proactive statements in the media realm will be otherwise managed by the CEO during the Caretaker Period.
 - (e) Proactive media during the Caretaker Period will be restricted to operational matters that are already before Council.
 - (f) Candidates may not use the City's social media accounts to profile themselves, their campaign or provide any responses or comments to questions or statements on the City's social media pages.

(6) Attendance and Participation at Events/Functions

1. Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period and may appear on externally managed social media pages.

2. City of Cockburn organised Civic Events/Functions/Official Openings

Events and/or functions organised by the City and held during the Caretaker Period will be limited to only those that the Chief Executive Officer considers essential to the operation of the City.

Elected Members nominating as a candidate for local, state or federal government elections should not, where practicable, have any formal role at events/functions organised or sponsored by the City during the Caretaker Period, other than the provision of a short welcome, when appropriate. Any determination of whether it is otherwise appropriate for an Elected Member to officiate at a City arranged event / function will be at the discretion of the Chief Executive Officer.

Elected Members must not distribute any campaign material or promote their campaign at any City of Cockburn organised Civic Events/Functions/Official Openings, or similar

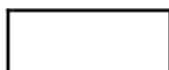
3. Delegates to Community and Advisory Groups

Elected Members appointed to community groups and other external organisations as representatives of the City shall not use their attendance at meetings of these groups to either recruit assistance with electoral campaigning or to promote their personal or other candidate's electoral campaigns.

(7) The Use of City of Cockburn Resources

1. The Council's Code of Conduct (Elected Members) and the *Local Government (Rules of Conduct) Regulations 2007* provide that the City's resources are only to be utilised for authorised activities and prohibits the use of equipment, stationery or hospitality for non-Council related business.

[4]



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Note that prohibiting the use of resources for electoral purposes is not restricted to the Caretaker Period.

2. The City's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign, unless it is undertaken in conjunction with a function related to the election.
3. In any circumstances where the use of City resources might be construed as being related to a candidate's election campaign, advice is to be sought through the Chief Executive Officer.
4. Community groups who wish to hire City owned premises to interview or record (audio visual) election candidates in a public forum may do so, subject to the relevant venue hire charge being paid in accordance with the City's normal practices.

(8) Access to Council Information

1. Candidate Access to Information

All candidates will have equal rights to access publicly available information from the City's administration.

2. Use of information accessed from the City

Information, briefing material and advice prepared or secured by staff for an Elected Member must be necessary to the carrying out of the Elected Member's role. Any Council information accessed must not be used for election purposes.

3. Information Request Register

An Information Request Register will be maintained by the Chief Executive Officer, or delegate, during the Caretaker Period. The Register will be a public document that records all requests for information made by candidates for local, state or federal elections, and the response given to those requests during the Caretaker Period. Staff will be required to provide details of requests to the Chief Executive Officer, or delegate, for inclusion in the Register.

4. Media Advice

Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members participating in the relevant election. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member, the Chief Executive Officer may authorise the provision of a response to such a request. Any media opportunities for Elected Members will not be arranged by the City during the Caretaker

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Period.

5. City of Cockburn Employees

- (a) During the Caretaker Period no City employee may make any public statement that relates to an election issue.
- (b) Employees must avoid assisting Elected Members in ways that could create a perception of being used for electoral purposes.
- (c) Employees must not accept employment (voluntary or paid) related to local elections for any candidate.
- (d) Employees must not interact with Elected Members or candidates on their social media pages during the Caretaker Period.

(9) Local Government Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will initially be directed to the Returning Officer, or, where the matter is outside the responsibility of the Returning Officer, to the Chief Executive Officer or delegate

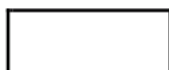
(10) Electoral Signs

- 1. Electoral signage is not permitted within road reserves (this includes Council verges outside private properties). This is based on a requirement for:
 - (a) Pedestrian safety;
 - (b) Risk aversion and exposed liability to the City for injuries or damage; and
 - (c) Vehicle safety for manoeuvrability and sightlines.
- 2. Electoral signage is not permitted on City Reserves or City infrastructure.
- 3. The installation of signage on private property requires permission from the owner.

(11) Implementation of Caretaker Practices during State and Federal Government Elections

- 1. Elected Members who nominate, or are pre-selected by a political party to contest a state or federal election, should avoid any appearance that their position on Council is being used as a platform for their state or federal election campaign during the election period.
- 2. An Elected Member may choose to take leave of absence from the Council for such period as they see fit and should, as soon as practicable after nominating or being pre-selected, notify the Chief Executive Officer in writing, who in turn will advise the other Elected Members

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3. For state or federal elections, the Caretaker Period commences from the date of the election writ issued by the Governor or Governor General, as is relevant.

(12) Definitions

Election Day means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

Electoral Material means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result of an election, but does not include:

1. An advertisement in a newspaper announcing the holding of a meeting in accordance with section 4.87(3) of the *Local Government Act 1995*.
2. Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*.
3. Any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purpose of conducting an election.

Events and Functions means gatherings of internal or external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinner and receptions.

Local Government Caretaker Period means for local government elections, the period of time from the close of nominations being 37 days prior to the Council Election Day in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day; and

Major Policy Decision means any:

1. Decisions relating to the employment, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, if relevant.
2. Decisions relating to the City entering into a sponsorship arrangement with City of Cockburn residents or community organisations.
3. Irrevocable decisions that commit the City to substantial expenditure or significant unforeseen action.
4. Irrevocable decisions that will have unforeseen significant impact on the City of Cockburn or the community.
5. Reports requested or initiated by an Elected Member, Candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an issue that adversely reflects upon the Council's decision-making process and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

Public Consultation means a process which involves an invitation to individuals, groups or organisations, or the community generally, to comment on an issue, proposed action or proposed policy.

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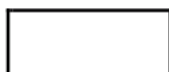
Title	Elections – Caretaker Period
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(13) References

- Legislative Requirements: *Local Government Act 1995 Local Government (Election) Regulations 1996*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Local Law- Standing Orders*
- Code of Conduct – Elected Members

Strategic Link:	Local Government Act 1995
Category	Elected Members
Lead Business Unit:	Governance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[8]



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Item 9.1

9. PLANNING & DEVELOPMENT DIVISION ISSUES

9.1 (2019/MINUTE NO 0008) ADOPTION OF PROPOSED MODIFICATIONS TO LOCAL PLANNING POLICY 3.4 (LPP 3.4) - SERVICE STATIONS

Author(s) C Da Costa
Attachments 1. Proposed modifications to Local Planning Policy 3.4 - Service Stations [↓](#)
 2. Consultation Submission Table [↓](#)

RECOMMENDATION

That Council adopt the modifications to Local Planning Policy LPP3.4' Service Stations' in accordance with Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0

Background

Modifications to Local Planning Policy 3.4 (LPP 3.4) – Service Stations were adopted by Council for the purposes of advertising in accordance with Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* at its meeting held on 13 December 2018.

The policy was subsequently advertised with two submissions received during the advertising period.

Submission

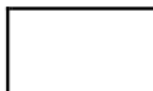
N/A

Report

Modification

The proposed change to the Local Planning Policy (LPP) serves to reference buffer requirements stipulated under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses (G3).

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The modification is detailed below:

Part of LPP	Change Summary
(3) Residential Amenity	<ul style="list-style-type: none"> • Add the following: <p>3. The location of service stations is generally guided by the prescribed buffer distances set out under the Environmental Protection Authority <i>Separation Distances between Industrial and Sensitive Land Uses</i> (G3). Where a proposal does not meet such prescribed distance, further detailed reporting (noise, risk, light, odour etc.) will be required in order to consider the potential impacts associated with emissions from the proposal, and the degree to which these can be managed in a viable way.</p>

Use of the EPA separation distances as a tool of assessing appropriate separation distances has been the practice of the Statutory Planning team. However there is benefit in referencing this in the Service Station Local Planning Policy to provide clarity for landowners, developers and assessing officers. The separation distances for Service Stations as outlined in the EPA guide are as follows:

- Premises operating normal hours (Monday-Saturday from 0700-1900 hours – 50m buffer distance to sensitive land uses;
- Freeway Service Centre (24 hour operations) – 100m; and
- All other 24 hour operations – 200m.

In recent years there have been several planning applications lodged for Service Stations in close proximity to residential dwellings and which have not achieved the minimum separation distances outlined in the EPA Guidance Statement. These include the Puma Service Station on the corner of Carrington Street and Clontarf Road in Hamilton Hill which was constructed in 2017 as well as the proposed 711 Service Station on Durnin Avenue in Yangebup which was recently approved by the Joint Development Assessment Panel but has not yet been constructed. In both of these examples, further detailed reporting was required in order to address concerns about potential emissions from the proposals due to the minimum separation distances not being achieved.

Consultation



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Consultation was undertaken in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* and two submissions were received during this period (Attachment 2).

One submission of non- objection was received and the other submission and objection to the proposed changes for the following reasons:

1. *The Separation Guidelines provide a 'generic' means of assessing buffer distance and service station location suitability with sensitive receptors and not consider other site-specific characteristics; and*
2. *The Separation Guidelines are no longer part of the DWER's suite of Regulatory Framework documents. The application of the Separation Guidelines is not appropriate.*

The proposed changes to the LPP 3.4 recommend development being guided by the Environmental Protection Authority *Separation Distances between Industrial and Sensitive Land Uses (G3)* which is still current and therefore appropriate.

This will form part of a holistic assessment against all relevant planning requirements to consider the suitability of the proposed development and the site.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

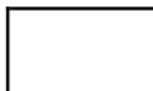
Budget/Financial Implications

Nil

Legal Implications

N/A

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Community Consultation

See Consultation section of the report above.

Risk Management Implications

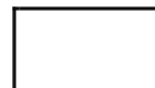
If the modifications are not adopted, it could result in an inconsistent approach to decision making, which is undesirable and could damage the brand and/or reputation of the City.

Advice to Proponent(s)/Submitters

Those who lodged a submission on the proposal will be advised of the outcome of Delegated Authorities, Policies & Position Statements Committee to be held 28 February 2019 and the subsequent Council meeting.

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Title	LOCAL PLANNING POLICY 3.4
Policy Number (Governance Purpose)	

**Policy Type**

Local Planning Policy

Policy Purpose

A policy is needed to assist the City in the assessment of proposals and decision making process.

The purpose is to provide applicants and the City with guidelines as to how service station and petrol filling station proposals within the District will be assessed. The objective of the Policy is to promote a convenient and accessible pattern of service stations within the District to serve the resident and travelling public and to prevent stations from establishing in locations which are unsuitable on traffic and amenity grounds.

The overall objectives of the Policy are:

1. To ensure that service stations do not compromise traffic flows and safety.
2. To protect residential amenity by ensuring service stations are located and designed in a way that reduces the impact of noise, light and odour emissions on nearby dwellings.
3. To ensure that service stations do not undermine the ability of activity centres to provide and support a mix of land uses and activity for the community and to perform their role/function as set out in the City of Cockburn Local Commercial and Activity Centre Strategy.
4. To ensure that service stations do not negatively impact on the diversity and intensity of activity in activity centres in accordance with the City of Cockburn Local Commercial and Activity Centre Strategy.
5. To ensure that service stations do not have a negative impact on pedestrian and cyclist safety, connectivity, convenience and amenity.
6. To ensure that service stations do not detract from the streetscape character.

Policy Statement

- (1) Design Guidelines

[1]



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Title	LOCAL PLANNING POLICY 3.4
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1. The design and siting of development should take into consideration the siting, setback, design and scale of adjacent development to ensure it does not dominate or detract from the character of the streetscape.
2. Glazing should be designed to maximise opportunities for surveillance of the street and/or public realm.
3. Blank walls to the street and public realm should be minimised as much as possible, and where blank walls cannot be avoided they should be designed in such a way that they contribute to a safe and attractive street environment by:
 - a. Minimising the length and height of blank walls, and
 - b. Articulating blank walls through the creative application of complementary materials, avoiding large continuous masses of the same finish; and/or the provision of appropriately integrated structural features, lighting, street furniture, artworks, and/or landscaping.
4. All opportunities for landscaping on the site should be maximised, and landscaping should be designed to:
 - a. soften the appearance of the development and enhance the streetscape, and
 - b. improve the pedestrian environment.
5. Where opportunities for street trees adjacent to the site are restricted due to crossovers, trees should be identified as an alternative within the landscaping strip on the site to ensure that the streetscape and pedestrian environment (both current and future) are not negatively impacted by the development.

(2) Traffic Management

1. Applicants are required to provide a Traffic Impact Assessment prepared by a suitably qualified traffic consultant, which addresses the following:
 - a. Number, size, location and appropriateness of access and egress points;
 - b. Queuing of traffic and the impact on the road network;
 - c. Proximity to median breaks;
 - d. Proximity to traffic lights and speed bumps;
 - e. Provision of auxiliary lanes;
 - f. Manoeuvrability within the site through a swept path analysis;
 - g. Impact on existing infrastructure within the road reserve; and
 - h. Impact on future road widening or other improvements.

(3) Residential Amenity

1. Service stations abutting residential development shall be designed to minimise impact on abutting residents and shall address; noise, odour, light,

[2]

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Title	LOCAL PLANNING POLICY 3.4
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traffic, visual amenity, safety and any other matter that may detract from the amenity of the residential area.

2. The applicant may be required to submit an acoustic assessment prepared by a suitably qualified acoustic consultant, a light management plan prepared by a suitably qualified consultant and/or a site management plan addressing odour control.

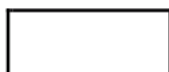
- 2.3. [The location of service stations shall generally be guided by the prescribed buffer distances set out under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses \(GS 3\).](#)

(4) Service Station in Activity Centres

1. Service station proposals in activity centres will be deemed to be 'significant development applications' in accordance with the City of Cockburn Local Commercial and Activity Centre Strategy due to their potential to have a significant impact on an activity centre's overall performance.
2. Service station proposals in activity centres should demonstrate that the development does not reduce the performance of the activity centre through detrimental impacts on any of the assessment areas (as relevant for the level in the activity centre hierarchy) in accordance with the City of Cockburn Local Commercial and Activity Centre Strategy.

Strategic Link:	Local Planning Strategy
Category	Planning
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

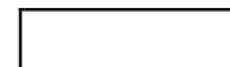
[3]



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Item 9.1 Attachment 2

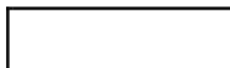
Submission 1 – No objection to proposed changes	Submission 2 – Objection to proposed changes
<p>I own with my partner Supressed We also own property in Bassendean and have dealt with a Service Station proposed next to a Primary School at Eden Hill. We support further provisions as proposed in particular regarding "The location of service stations shall generally be guided by the prescribed buffer distances set out under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses (GS 3)."</p>	<p>Supressed acts on behalf of BP Australia Pty Ltd, the owners and operators of a number of existing service stations and convenience stores within the City of Cockburn (the City'). Supressed have reviewed the proposed amendment to the City's Local Planning Policy No. 3.4 – Service Stations (the Policy) released for public comment in January 2019. Comments on the Policy will be made on behalf of BP Australia Pty Ltd. We understand that the City proposes to insert a provision into the Policy under the heading (3) Residential Amenity which will read as follows:</p> <p>3. <i>The location of service stations shall generally be guided by the prescribed buffer distances set out under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses (GS 3).</i></p> <p>We understand that the purpose of the modification is to reference buffer requirements stipulated under the Environmental Protection Authority's ('EPA') Guidance for the Assessment of Environmental Factors Separation Distances between Industrial and Sensitive Land Uses No. 3 (June 2005) (the Separation Guidelines).</p> <p>We are of the view that this proposed modification is not appropriate as detailed in this submission.</p> <p>Separate Legislation The EPA's Separation Guidelines were prepared to provide advice to proponents, responsible authorities, stakeholders and the public about the minimum requirements for environmental management which the EPA would expect to be met when the Authority considers a proposal during the environmental impact assessment ('EIA') process. The Separation Guidelines provide generic buffers (separation) distances between industrial uses, including service stations, and sensitive land uses, such as residential areas. The Separation Guidelines provide only a 'generic' means of assessing buffer distance and service station suitability with sensitive land uses, and do not consider the differing characteristics of areas. The scope of the Separation Guidelines is intended to provide assistance to strategic planning studies and processes rather than replacing the need for authorities to undertake other site-specific measures for determining suitability of service station locations. The Separation guidelines provide a 'general' guidance on separation distances when there is an absence of site-specific technical studies. The proposed modifications to the Policy will allow the 'generic' separation buffers in the separation Guidelines to be applied irrespective of site-specific investigations that may be supplied by a proponent for a Development Application or other application. This is not the intention of the Separation Guidelines.</p>



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	<p>Therefore, we are of the view that the proposed modifications to the Policy are inconsistent with the application of the Separation Guidelines.</p> <p>Department of Water and Environmental Regulation Regulatory Framework</p> <p>The EPA recently prepared the Draft Environmental Assessment Guideline for Separation Distances between Industrial and Sensitive Land Uses ('Draft Separation Guidelines'). The Draft Separation Guidelines were to replace the Separation Guidelines. Public consultation undertaken by the Department of Water and Environmental Regulation (DWER) showed a large degree of confusion regarding separation distances. As detailed on the DWER website, the Draft Separation Guidelines have been removed from the DWER's site of Regulatory Framework documents to avoid stakeholder confusion and misunderstanding as to its purpose. As a result, the DWER will consider separation distances from sensitive receptors on a case by case basis.</p> <p>We are of the view that the proposed modifications are not appropriate as buffer distances are not used by the DWER as a primary assessment method for separation distances, but rather on a case by case basis. The Separation Guidelines should not be included as part of the City's Policy as a means of assessing appropriate buffer distance when it is considered to cause confusion as to how the Separation Guidelines and Draft Separation Guidelines interact with planning provisions and its role in the planning process. The Separation Guidelines cannot be accurately used in determining the suitability of service station locations.</p> <p>Summary</p> <p>As previously stated, our Client is of the view that the proposed modifications are not appropriate for the following reasons:</p> <ol style="list-style-type: none">1. The Separation Guidelines provide a 'generic' means of assessing buffer distance and service station location suitability with sensitive receptors and not consider other site-specific characteristics; and2. The Separation Guidelines are not longer part of the DWER's suite of Regulatory Framework documents. The application of the Separation Guidelines is not appropriate. <p>Therefore, we are of the view that the proposed modifications should not be supported by the City.</p>
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Item 9.2

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**9.2 (2019/MINUTE NO 0009) MODIFICATIONS TO DELEGATION
OLPD33 - LOCAL PLANNING SCHEME NO.3 - DEVELOPMENT
CONTROL**

Author(s) A Lefort

Attachments 1. Delegated Authority - OLPD33-Local Planning
Scheme No.3 - Development Control [↓](#)

RECOMMENDATION

That Council adopt the proposed amendments to Delegated Authority OLPD33 'Local Planning Scheme No.3 – Development Control' as shown in the attachment to the Agenda.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0

Background

OLDP33 provides Statutory Planning staff with delegation to make decisions pursuant to Town Planning Scheme No.3 (TPS 3).

At the Ordinary Council meeting on 13 December 2018 (Minute No. 0188 refers) resolved to:

Request officers undertake a review of OLPD33 Local Planning Scheme No. 3 – Development Control, in respect to the exercise of delegated authority for Category “A” Heritage Places, where the proposal is supported by the State Heritage Office.

Several minor modifications are proposed to bring the delegation in line with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) and also to provide delegation to staff to determine minor amendments and minor works to Category ‘A’ heritage places.

Submission

N/A

Report



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The proposed modifications to OLPD33 are as follows:

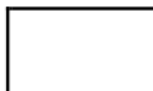
Proposed Modification	Reason for Modification
Amending the word 'Local' to 'Town' in the title.	This is administrative and ensures consistency with all other references to TPS 3.
Rewording Clause 2 relating to amending or cancelling of planning approvals.	The proposed rewording aligns with the wording contained in the Regulations.
Amending Clause 3 to provide delegation to staff to determine applications for minor amendments to planning approvals and for minor works relating to category 'A' Heritage Buildings.	There have been instances where minor modifications and/or minor works are proposed to Category 'A' Heritage buildings which do not impact on the heritage fabric of the building, amenity of nearby residents or the area which are supported by the State Heritage Office which can be adequately determined by staff under delegated authority without the need to be determined by Council. This will reduce timeframes for determination of such applications without compromising the quality of decision making.
Amend Clause 5 to refer to 'Planning Application Form' instead of 'MRS Form 1'.	The MRS Form 1 has been replaced by an 'Application for Development Approval' contained in Part 11 of the Regulations.
Deleting 'Manager Strategic Planning' from the list of sub-delegates.	The Manager Strategic Planning does not determine planning applications as it does not form part of their role. Therefore sub-delegation to this role is not required.

Strategic Plans/Policy Implications

City Growth

Maintain service levels across all programs and areas.

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Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

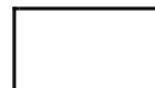
There are no apparent risks to Council in approving the proposed modifications. There is a minor risk if the modifications are not adopted that the delegation will not accord with the regulations which could have legal implications if a planning decision was subject to review.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 9.2 Attachment 1

DAPPS 28/02/2019

DA	LOCAL-TOWN PLANNING SCHEME NO. 3 – DEVELOPMENT CONTROL	OLPD33
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DELEGATED AUTHORITY CODE:	OLPD33
DIRECTORATE:	Planning and Development
BUSINESS UNIT:	Statutory Planning
SERVICE UNIT:	Statutory Planning
RESPONSIBLE OFFICER:	Manager Statutory Planning
FILE NO.:	086/003
DATE FIRST ADOPTED:	11 June 2015
DATE LAST REVIEWED:	14 June 2018
POLICY REF.:	Various
VERSION NO.	7

Dates of Amendments / Reviews:		
DAPPS Meeting:	2 June 2015 26 November 2015 26 May 2016 23 February 2017	18 May 2017 23 November 2017 24 May 2018
OCM:	11 June 2015 10 December 2015 9 June 2016	9 March 2017 8 June 2017 14 December 2017

FUNCTION DELEGATED:

City of Cockburn Town Planning Scheme No. 3 (TPS 3)

1. Local Development Plans:
 - a) The authority to approve local development plans with or without conditions.
 - b) The authority to refuse to approve local development plans and, where the proposed local development plan was submitted by an owner, to provide reasons for this to the owner.
2. Amending or cancelling development approval:
 - a) The authority to amend ~~or cancel~~ a planning approval ~~prior to the commencement of the use or development subject of a planning approval~~ also as to extend the period within which any development approved must be substantially commenced.
 - ~~b) The authority to refuse to issue an approval for the further use or development of land where one or more conditions of an approval have not been complied with to the satisfaction of the City. The authority to amend or delete any condition to which the approval is subject.~~
 - ~~c) The authority to amend an aspect of the development approved which, if amended, would not substantially change the development approved.~~
 - ~~b)d) The authority to cancel the approval.~~
3. Unauthorised Existing Subsequent approval of development

[1]



DA	LOCAL-TOWN PLANNING SCHEME NO. 3 – DEVELOPMENT CONTROL	OLPD33
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- a) The authority to grant planning approval to a use or development already commenced or carried out regardless of when it was commenced or carried out, if the development conforms to the provisions of the Scheme.
4. Determination of Applications
 - a) The authority to grant approval with or without conditions.
 - b) The authority to refuse to grant planning approval.
5. Form and Date of Determination
 - a) The authority to convey its determination to the applicant in the form of the "Notice of determination on application for development approval" prescribed in TPS 3.
6. Temporary Planning Approval
 - a) The authority to impose conditions limiting period of time for which an approval is granted.
7. Approval Subject to Later Approval of Details
 - a) The authority to grant development approval subject to a condition that further details any works or use specified in the condition must be submitted to, and approved by, the City before the developer commences the development.-

CONDITIONS/GUIDELINES:

1. The authority to determine applications subject to those applications being in accordance with the relevant legislative, scheme and policy requirements.
2. The authority to determine applications where advertising of an application is required in accordance with TPS 3 subject to:
 - a) No objections are received during the consultation period.
 - b) The objection can be resolved through a condition imposed on an approval or negotiation of a design change with the applicant.
 - c) The objection does not relate to valid planning considerations associated with the proposal (as confirmed and authorised in writing by Director Planning and Development or Manager Statutory Planning).
3. The authority to determine applications excludes the determination of category "A" Heritage places and those applications proposing demolition of any category of heritage building as contained in the Local Government Heritage List and Inventory except where those applications are for minor amendments or minor works as defined in Local Planning Policy 4.4 and the amendments or minor works are supported by the State Heritage Office.
4. The authority to determine applications excludes the determination of applications for 'Industry – General (Licenced) proposing a lesser distance from residential properties than is recommended in the Environmental

[2]

Item 9.2 Attachment 1

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DA	LOCAL-TOWN PLANNING SCHEME NO. 3 – DEVELOPMENT CONTROL	OLPD33
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Protection Authority's document 'Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses'

5. The authority to issue a renewal of a planning approval or extension of the approval period prior to expiry subject to:
 - a) The lodgement of a new ~~MRS-Form-1~~ **Planning Application Form**, prescribed fee and plans.
 - b) The development being substantially the same as that previously approved by Council or the City under delegation.
 - c) Unless circumstances have changes, any conditions of development approval shall be the same as those previously imposed.
 - d) A new "Notice of determination on application for development approval" shall be issued.
6. In relation to a decision that is subject to a review in the State Administrative Tribunal, sub-delegated officers may:
 - a) Attend directions hearings, mediations and hearings.
 - b) Appear as an expert witness in a hearing.
 - c) Provide evidence in a hearing.
 - d) Prepare any written documents required as part of matter the subject of a review.
7. All transactions utilising this delegation are to be recorded in the Recording of Delegations Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided for in Conditions (1) to (6) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

City of Cockburn Town Planning Scheme No.3.

DELEGATE:

Chief Executive Officer

SUB-DELEGATE/S:

Director Planning and Development
 Manager Statutory Planning
~~Manager, Strategic Planning~~
 Coordinator Statutory Planning
 Senior Planning Officer (Statutory)
 Planning Officer (Statutory)

[3]



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Item 9.2 Attachment 1

DA	LOCAL-TOWN PLANNING SCHEME NO. 3 – DEVELOPMENT CONTROL	OLPD33
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[4]

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10. FINANCE & CORPORATE SERVICES DIVISION ISSUES**10.1 (2019/MINUTE NO 0010) BUDGET MANAGEMENT PROCESS - COMMUNITY AND BUSINESS GROUPS CONSULTATION**

Author(s)	S Downing
Attachments	<ol style="list-style-type: none"> 1. Policy - Budget & Business Planning ↓ 2. Policy - SC34-Budget Management (to be deleted) ↓ 3. Policy - SC5-Corporate Strategic Planning Process (to be deleted) ↓

RECOMMENDATION

That Council:

- (1) adopt the proposed policy 'Budget and Business Planning'; and
- (2) delete policies 'SC34 Budget Management and SC5 Corporate Strategic Planning Process';

as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

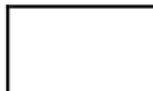
That the recommendation be adopted.

CARRIED 3/0**Background**

Deputy Mayor Lee-Anne Smith submitted the following motion for consideration at the May 2018 meeting of the DAPPS Committee:

1. *During the months of April or May commencing next year 2019 and then annually, exhibit/advertise for public comment the City's Municipal Draft budget including any recommended changes to fees and charges for a period of no less than 28 days.*
2. *Commence advertising after the presentation of the Budget Concept Forum for Elected Members.*
3. *As part of a broader opportunity to consult and seek feedback from the community deliver up to three public workshops on the advertised draft budget and invite all Elected Members to attend.*

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4. *Provide the community with an opportunity to make submissions as part of the consultation period during the months of April or May leading up to the adoption of the City's Annual Budget.*
5. *Commence the process next year ready to advertise the 2019/20 draft budget.*

Subsequently a report was presented at the August 2018 DAPPS meeting in conjunction with the policy review project, whereby the committee recommended combining Policy SC34 - Budget Management and Policy SC54 - Corporate Strategic Planning Process to create a new Budget and Business Plan Policy upon completion on the community consultation process. The community and business groups consultation in relation to the adoption of the 2019-2020 municipal budget is now complete, and the policy is presented for adoption.

Submission

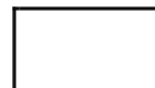
N/A

Report

The following timeframe was established to facilitate community group input:

- October:
Community and Business groups consider and compile their budget requests and priorities by end of November.
- November:
Community and Business Group submit their budget requests for costing and consideration.
- December:
Budget requests submitted to Manager, Finance for consultation with relevant Managers. Copies supplied to Elected Members.
- March/April:
Elected Members briefed on budget including community group input.
- May:
City advertise on Comment on Cockburn its draft capital works budget for the Annual Business Plan (providing the operational plans for the new financial year).
- June:
Provide Elected Members feedback on community comments and adoption of the Municipal Budget.

The City called for submissions from Community Groups and Business Associations. The City received submissions from 16 groups requesting 70 projects. City officers are currently costing the projects and



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Item 10.1

determining a priority, funding sources and the fit with Council's existing strategic plans, long term financial plan, asset management plans and other Council adopted program.

Consultation with Community and Business Groups is now complete, and it is recommended to adopt the proposed policy, and proceed with the budget planning process.

Strategic Plans/Policy ImplicationsCity Growth

Maintain service levels across all programs and areas.

Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Leading & Listening

Listen to and engage with our residents, business community and ratepayers with greater use of social media.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The changes in the proposed Budget and Business Plan Policy will increase the acceptability of the Annual Municipal Budget including proposed rate increase, capital expenditure program as well as the Annual Business Plan.

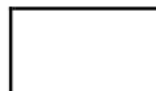
Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

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Item 10.1 Attachment 1

Title	Budget & Business Planning
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The City's mission is 'to make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth Metropolitan area'. To achieve the mission high level long term and ongoing strategic initiatives have been established. The Strategic Community Plan provides the over-arching guidance for development of the City. It contains details of the City's Mission, Vision (of what the future would look like), the drivers of change, and the key factors that will help deliver these outcomes – referred to as the 'Strategic Objectives'.

The Strategic Community Plan is functionally delivered through the Council's Annual Budget and Business Planning process. The Annual Business Plan outlines actions that City's administration will undertake to achieve the Strategic Community Plan whereas the Budget provides the financial wherewithal to support this outcome. An Annual Business Plan is not a requirement of the Integrated Planning and Reporting Framework.

The Local Government (Administration) Regulations 1996, Regulations 19C and 19D, have the requirements for the Strategic Community Plan and Corporate Business Plan. They stem from the Local Government Act 1995 Section 5.56.

Section 6.2 (1) of the Local Government Act 1995 requires Council to prepare and adopt a budget for its municipal fund during the period 1 June to 31 August for the following financial year.

Section 6.2 (2) requires Council to have regard to the contents of the plan for the future of the district in the preparation of the annual budget and to prepare estimates for revenues and expenditure in order to determine the amount required to be raised from rates.

Section 6.34 puts a limit on budget surpluses or deficits at no more than 10% of the rates amount required to achieve a balanced budget. Ministerial approval is required to vary this limit.

Part 3 of the Local Government (Financial Management) Regulations 1996 prescribes the form and content for the annual budget and the requirement to review the performance of the budget between 1 January and 31 March each year.

This policy has been formulated to articulate Council's requirements and processes for managing the annual budget in a manner that is both compliant with legislative requirements and pertinent to Council's operating needs.

[1]

Item 10.1 Attachment 1

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Title	Budget & Business Planning
Policy Number (Governance Purpose)	



Policy Statement

The City of Cockburn is committed to a process of Strategic Community Planning, that focuses on organisational priorities and provides the platform for a uniform approach when considering major decisions which will affect the City into the future in accordance with the Integrated Planning and Reporting Framework and Guidelines.

This policy establishes a framework for the formulation, administration and management of Council's budget that meets both statutory and Council's requirements. It serves to provide strategic guidance to staff and sets out various guiding principles to be followed when developing the annual budget.

(1) Budget Formulation Principles

The following principles shall guide the preparation of the initial draft budget:

1. The Strategic Community Plan, Corporate Business Plan, Council adopted strategies, the Community Survey and the Customer Satisfaction Survey should provide strategic guidance to management in determining budget priorities.
2. The projects and financial indicators listed within Council's Long Term Financial Plan (10 year Plan), will form the basis and provide the general parameters for the annual budget. Budget submissions should be congruent with the objectives listed within the Strategic Community Plan.
3. Rating revenue is to be set at a level that will produce a balanced or small surplus budget. For this purpose, surplus/deficit calculations will be made in accordance with Local Government Operational Guidelines - Number 08 June 2005 "Opening and Closing Funds used in the Annual Budget (Includes Reference to Surplus and Deficit Budgets)"
4. Provisional allocation for Donations and Grants is to be up to a maximum of 2.0% of Rates Revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). Council committee to make recommendations regarding individual donations and grants.
5. Provisional allocation for Community Events is to be up to a maximum of 1.0% of Rates Revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). Council to approve a calendar of events.
6. Provisional allocation for project contingency fund is to be up to a maximum of 1% of rates revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). These funds are set aside for the purpose of funding high priority projects identified during the year.
7. All budget submissions made are to include detailed cash flow requirements.

[2]



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Item 10.1 Attachment 1

Title	Budget & Business Planning
Policy Number (Governance Purpose)	



8. Sustainability issues need to be considered when assessing all new initiatives, as well as value for money.
9. Standards established in other City policies, (such as verge maintenance), are to be adhered to. Where this causes a significant increase in costs, alternatives may be recommended.
10. The end of year current surplus/deficit position and value of carried forward works and projects will need to be estimated during the formulation of the annual budget. These estimates will be adjusted within the budget to reflect actual positions once end of year accounts have been finalised.
11. The residential improved rate in the dollar/minimum payment with rates modelling to be presented to the Elected Members at a Third Elected Member Budget Forum.

(2) Budget Considerations for Reserve Funds

The requirement for a Reserve Fund and target value of the Fund will be reviewed at each Budget setting meeting. Surplus funds identified at the end of the financial year are to be transferred to Reserve Funds or other financial contingencies so that the target figures for each Reserve can be achieved over the next ten years in line with the 10 year plan.

Budget surpluses identified at the end of each financial year are to be transferred to Reserves or other financial contingencies in a manner that is consistent with the objective of attaining the target values set.

The replacement program for major plant and vehicles will be funded from the Plant & Vehicle Reserve. Annual replenishing of this reserve will be based on the depreciation charge for applicable assets.

(3) Form and Content of Budget and Working Papers

Before presentation to Council, the budget will be developed and considered at a series of executive briefings and concept forums involving the Elected Members

The form of the draft budget to be presented to and considered at the various executive briefings and concept forums includes the following elements:

1. A Rating Objects and Reasons paper. (as per Delegated Authority LGAFCS1 – Advertising Property Differential Rates).
2. A summary of all Reserve Funds and their anticipated movements for the next three years based on known capital works/replacement programs and any other relevant information.
3. Details of proposed new initiatives, both capital and operating.
4. Details of proposed Capital Works program for Infrastructure.
5. Details of proposed new Staff positions
6. Details of proposed new Information Technology
7. Listing of budget submission items received but not included in the draft budget.

[3]

Item 10.1 Attachment 1

DAPPS 28/02/2019

Title	Budget & Business Planning
Policy Number (Governance Purpose)	



8. A fees and charges register
9. A Business Plan for the financial year for each Service Unit.

The formal budget presented to Council for adoption will be in a format that complies with the Part 3 of the Local Government (Financial Management) Regulations 1996 and is to include any other information deemed relevant (e.g. summaries of the new initiatives and capital programs).

Council's significant accounting policies are to be updated and included within the formal budget to provide direction for the year ahead and explain the basis of preparation for the statutory financial statements

(4) Adjustment for Estimated Surplus/Deficit and Carried Forwards

Once the end of financial year accounts have been finalised, a review will be presented to Council, adjusting the estimated value of carried forward works and projects to their true amounts. The opening budget surplus/deficit will also be adjusted to reflect the final position. Any additional funds available will be transferred to Reserves.

(5) Mid-Year Budget Review

Council will conduct a mid-year budget review for the principal purpose of addressing budget variations that may arise or come to the attention of management during the first half of the year, in line with financial regulations.

The review is not for the purpose of including new initiatives or capital works. New initiatives will only be submitted to Council where they are deemed essential and have an identified source of funding. In this regard, the Project Contingency Fund is available as a source of funding for essential items.

Council is bound by legislation to conduct a review of the budget between January and March each year.

(6) Community Engagement of Draft Budget

At the completion of the Draft Municipal Budget, by the end of April (in the relevant financial year), the draft Capital Expenditure Budget and Draft Annual Business Plan (including proposed increases in differential rates plus Fees and Charges will be:

- Placed on Comment on Cockburn providing 28 days to provide feedback
- Presented to Community Group and Business Group (Chambers of Commerce) leaders
- Provide briefings to Elected Members in June (of the relevant financial year) of community feedback from Community and Business Groups' leadership teams
- Advertise proposed differential rates as required by the Local Government Act seeking additional (and formal) feedback (as per Delegated Authority LGAFC1 Advertising of Proposed Differential Rates)

(7) Budget Management Timetable

[4]



DAPPS 28/02/2019

Item 10.1 Attachment 1

Title	Budget & Business Planning
Policy Number (Governance Purpose)	



The following timetable includes all the major activities comprising Council's budgeting regime including the adoption of the Budget by a Special Meeting of Council in June of each financial year. It is indicative and may be subject to minor variations.

October	<ul style="list-style-type: none"> Community and Business Groups invited to consider budget requests and priorities for the following financial years' budget.
November	<ul style="list-style-type: none"> Community and Business Groups submissions to be submitted by the end of November.
December	<ul style="list-style-type: none"> Long Term Financial Plan reviewed and adopted (Biennially). Draft Annual Business Plan Review document showing Budget and Actual year-to-date figures distributed to the Executive. Mid-year budget review procedures and submission templates issued to Managers. Community and Business Group submissions to be assessed by relevant Business Unit Managers in line with LTFP, Corporate Business Plan, adopted Strategies and AMP.
January	<ul style="list-style-type: none"> Mid-year budget review submissions due back from Managers. Executive to consider the proposed budget review. Business Plan review updated with year-to-date financial data. Completion of budget and Business Plan reviews for adoption. Budget guidelines, procedures and submission templates issued to Managers for next year's budget. Budget Review amendments included in the monthly reports for February
February	<ul style="list-style-type: none"> New initiatives/capital works submissions due back to Management Accounting. Proposed new initiatives/capital works considered by the Executive. Advertising of differential rates. Review of fees and charges register by management. Completed operational budgets returned to Finance Council to adopt the Budget Review and Annual Business Plan Review.

[5]

Item 10.1 Attachment 1

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Title	Budget & Business Planning
Policy Number (Governance Purpose)	



March	<ul style="list-style-type: none"> Review & Update of Activity Based Costing Model. Annual Business Plan prepared by management. The Executive considers initial draft of Budget and Annual Business Plan. First Budget Concept Forum for Elected Members covering capital expenditure projects. Fees & Charges Register updated.
April	<ul style="list-style-type: none"> Second Budget Concept Forum for Elected Members covering operational budgets. Third Budget Concept Forum for Elected Members covering Rates Modelling Differential Rating report to Council Carried forward projects estimated by management. Review of completed budget by the Executive. Finalisation of Statutory Budget and Annual Business Plan.
May	<ul style="list-style-type: none"> At beginning of May, place on Comment on Cockburn providing 28 days to provide feedback Presented to Community Group and Business Group (Chambers of Commerce) leaders Advertise proposed differential rates as required by the Local Government Act seeking additional (and formal) feedback
June	<ul style="list-style-type: none"> Provide a briefing to Elected Members on feedback from community engagement Provide feedback to Community and Business Groups on budget submissions Adoption of Budget and Annual Business Plan at Special Council Meeting.
October	<ul style="list-style-type: none"> Budget amended to reflect final position with regard to estimated carried forward projects and end of financial year current surplus/deficit.

[6]



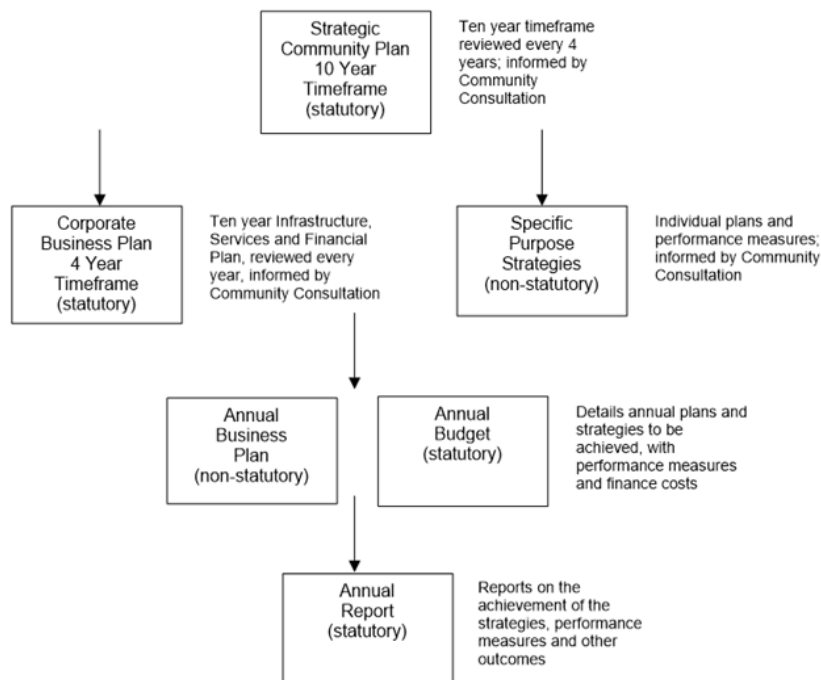
DAPPS 28/02/2019

Item 10.1 Attachment 1

Title	Budget & Business Planning
Policy Number (Governance Purpose)	



Corporate Strategic Planning Process



Strategic Link:	Long Term Financial Plan, Strategic Community Plan
Category	Budgeting
Lead Business Unit:	Finance; Strategy
Public Consultation: (Yes or No)	Yes (budget only)
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[7]

Item 10.1 Attachment 2

DAPPS 28/02/2019

POL	BUDGET MANAGEMENT	SC34
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POLICY CODE:	SC34
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Financial Services
SERVICE UNIT:	Accounting & Financial Control Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	11 August 2005
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	19 March 2009	26 November 2015
	22 March 2012	24 August 2017
	28 November 2013	
OCM:	9 April 2009	12 December 2013
	12 April 2012	10 December 2015

BACKGROUND:

Section 6.2 (1) of the Local Government Act 1995 requires Council to prepare and adopt a budget for its municipal fund during the period 1 June to 31 August for the following financial year.

Section 6.2 (2) requires Council to have regard to the contents of the plan for the future of the district in the preparation of the annual budget and to prepare estimates for revenues and expenditure in order to determine the amount required to be raised from rates.

Section 6.34 puts a limit on budget surpluses or deficits at no more than 10% of the rates amount required to achieve a balanced budget. Ministerial approval is required to vary this limit.

Part 3 of the Local Government (Financial Management) Regulations 1996 prescribes the form and content for the annual budget and the requirement to review the performance of the budget between 1 January and 31 March each year.

This policy has been formulated to articulate Council's requirements and processes for managing the annual budget in a manner that is both compliant with legislative requirements and pertinent to Council's operating needs.

[1]



POL	BUDGET MANAGEMENT	SC34
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PURPOSE:

This policy establishes a framework for the formulation, administration and management of Council's budget that meets both statutory and Council's requirements. It serves to provide strategic guidance to staff and sets out various guiding principles to be followed when developing the annual budget.

POLICY:

(1) Budget Formulation Principles

The following principles shall guide the preparation of the initial draft budget:

1. The Strategic Plan, Community Survey and Customer Satisfaction Survey should provide strategic guidance to management in determining budget priorities.
2. The projects and financial indicators listed within Council's Long Term Financial Plan (10 year Plan), will form the basis and provide the general parameters for the annual budget. Budget submissions should be congruent with the objectives listed within Council's Strategic Plan.
3. Rating revenue is to be set at a level that will produce a balanced or small surplus budget. For this purpose, surplus/deficit calculations will be made in accordance with Local Government Operational Guidelines - Number 08 June 2005 "Opening and Closing Funds used in the Annual Budget (Includes Reference to Surplus and Deficit Budgets)"
4. Provisional allocation for Donations and Grants is to be up to a maximum of 2.0% of Rates Revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). Council committee to make recommendations regarding individual donations and grants.
5. Provisional allocation for Community Events is to be up to a maximum of 1.0% of Rates Revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). Council to approve a calendar of events.
6. Provisional allocation for project contingency fund is to be up to a maximum of 1% of rates revenue (excluding the equivalent waste management and community surveillance service charges and interim rates). These funds are set aside for the purpose of funding high priority projects identified during the year.
7. All budget submissions made are to include detailed cash flow requirements.

[2]

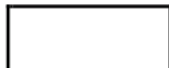
Item 10.1 Attachment 2

DAPPS 28/02/2019

POL	BUDGET MANAGEMENT	SC34
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8. Sustainability issues need to be considered when assessing all new initiatives, as well as value for money.
 9. Standards established in other City policies, (such as verge maintenance), are to be adhered to. Where this causes a significant increase in costs, alternatives may be recommended.
 10. The end of year current surplus/deficit position and value of carried forward works and projects will need to be estimated during the formulation of the annual budget. These estimates will be adjusted within the budget to reflect actual positions once end of year accounts have been finalised.
 11. City to continue the incorporation of the waste management and community surveillance service charges with the residential improved rate in the dollar/minimum payment with rates modelling to be presented to the Elected Members accompanied by independent verification at a Third Elected Member Budget Forum.
- (2) Budget Considerations for Reserve Funds
- The requirement for a Reserve Fund and target value of the Fund will be reviewed at each Budget setting meeting. Surplus funds identified at the end of the financial year are to be transferred to Reserve Funds or other financial contingencies so that the target figures for each Reserve can be achieved over the next ten years in line with the 10 year plan.
- Budget surpluses identified at the end of each financial year are to be transferred to Reserves or other financial contingencies in a manner that is consistent with the objective of attaining the target values set.
- The replacement program for major plant and vehicles will be funded from the Plant & Vehicle Reserve. Annual replenishing of this reserve will be based on the depreciation charge for applicable assets.
- (3) Form and Content of Budget and Working Papers
- Before presentation to Council, the budget will be developed and considered at a series of executive briefings and concept forums involving the elected members
- The form of the draft budget to be presented to and considered at the various executive briefings and concept forums includes the following elements:
1. A Rating Objects and Reasons paper.

[3]



POL	BUDGET MANAGEMENT	SC34
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2. A summary of all Reserve Funds and their anticipated movements for the next three years based on known capital works/replacement programs and any other relevant information.
3. Details of proposed new initiatives, both capital and operating.
4. Details of proposed Capital Works program for Infrastructure.
5. Details of proposed new Staff positions
6. Details of proposed new Information Technology
7. Listing of budget submission items received but not included in the draft budget.
8. A fees and charges register
9. A Business Plan for the financial year for each Service Unit.

The formal budget presented to Council for adoption will be in a format that complies with the Part 3 of the Local Government (Financial Management) Regulations 1996 and is to include any other information deemed relevant (e.g. summaries of the new initiatives and capital programs).

Council's significant accounting policies are to be updated and included within the formal budget to provide direction for the year ahead and explain the basis of preparation for the statutory financial statements

(4) Adjustment for Estimated Surplus/Deficit and Carried Forwards

Once the end of financial year accounts have been finalised, a review will be presented to Council, adjusting the estimated value of carried forward works and projects to their true amounts. The opening budget surplus/deficit will also be adjusted to reflect the final position. Any additional funds available will be transferred to Reserves.

(5) Mid-Year Budget Review

Council will conduct a mid-year budget review for the principal purpose of addressing budget variations that may arise or come to the attention of management during the first half of the year, in line with financial regulations.

The review is not for the purpose of including new initiatives or capital works. New initiatives will only be submitted to Council where they are deemed essential and have an identified source of funding. In this regard, the Project Contingency Fund is available as a source of funding for essential items.

Council is bound by legislation to conduct a review of the budget between January and March each year.

(6) Budget Management Timetable

The following timetable includes all the major activities comprising Council's budgeting regime including the adoption of the Budget by a Special Meeting of Council in June of each financial year. It is indicative and may be subject to minor variations.

[4]

POL	BUDGET MANAGEMENT	SC34
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• December	<ul style="list-style-type: none"> Long Term Financial Plan reviewed and adopted (Biennially) Draft Business Plan Review document showing Budget and Actual year-to-date figures distributed to the Executive. Mid-year budget review procedures and submission templates issued to Managers.
• January	<ul style="list-style-type: none"> Mid-year budget review submissions due back from Managers. Executive to consider the proposed budget review. Business Plan review updated with year-to-date financial data. Completion of budget and Business Plan reviews for adoption.
• February	<ul style="list-style-type: none"> Budget guidelines, procedures and submission templates issued to Managers for next year's budget. Council to adopt the Budget Review and Business Plan Review. Budget Review amendments included in the monthly reports for February
• March	<ul style="list-style-type: none"> New initiatives/capital works submissions due back to Management Accounting. Proposed new initiatives/capital works considered by the executive. Advertising of differential rates. Review of fees and charges register by management. Completed operational budgets returned to Finance
• April	<ul style="list-style-type: none"> Review & Update of Activity Based Costing Model. Annual Business Plan prepared by management. The executive considers initial draft of Budget and Business Plan. First Budget Concept Forum for Elected Members covering capital expenditure projects. Fees & Charges Register updated.

[5]



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Item 10.1 Attachment 2

POL	BUDGET MANAGEMENT	SC34
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• May	<ul style="list-style-type: none"> • Second Budget Concept Forum for Elected Members covering operational budgets. • Third Budget Concept Forum for Elected Members covering Rates Modelling • Differential Rating report to Council • Carried forward projects estimated by management. • Review of completed budget by the Executive. • Finalisation of Statutory Budget and Business Plan.
• June	<ul style="list-style-type: none"> • Adoption of Budget and Business Plan at Special Council Meeting.
• October	Budget amended to reflect final position with regard to estimated carried forward projects and end of financial year current surplus/deficit.

[6]

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POL	CORPORATE STRATEGIC PLANNING PROCESS	SC5
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POLICY CODE:	SC5
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Strategy & Civic Support
SERVICE UNIT:	Strategy & Civic Support Management
RESPONSIBLE OFFICER:	Executive Manager Strategy & Civic Support
FILE NO.:	182/001
DATE FIRST ADOPTED:	18 July 2000
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 March 2012	25 February 2016
	28 November 2013	24 August 2017
OCM:	12 October 2006	12 December 2013
	12 April 2012	10 March 2016

BACKGROUND:

The City's mission is 'to make the City of Cockburn the most attractive place to live, work, visit and invest in, within the Perth Metropolitan area'. To achieve the mission high level long term and ongoing strategic initiatives have been established.

In addition, recent legislative amendments now require all local governments to prepare 10 year Strategic Community Plans, supplemented by 4 year Corporate Business Plans.

This Policy has been prepared to assist Elected Members and staff to maintain a focus on organisational priorities and provide the platform for a uniform approach to be adopted when considering major decisions which will affect the City into the future.

PURPOSE:

A Corporate Strategic Planning Policy will ensure the adoption of:

1. A Strategic Community Plan for the organisation which will contain:-
 - A mission statement for the entire organisation - Strategic Initiatives
 - A description of how success of the plan will be measured.

This provides the focus by which decisions affecting the future development of the City of Cockburn can be considered.

[1]



POL	CORPORATE STRATEGIC PLANNING PROCESS	SC5
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2. A Corporate Business Plan for the organisation which will identify the key activities that will be undertaken in response to the strategic initiatives stated in the Strategic Community Plan. It will also reference the following matters relating to resources:
- Asset Management Plans
 - Workforce Plan
 - Long Term Financial Plan

POLICY:

(1) Strategic Planning Principles and Framework

The City of Cockburn is committed to a process of Strategic Planning which conforms with the following criteria:-

1. A ten year forward plan which it seeks to meet the needs of the growing population of the district, while still considering the longer-term forecast population and district growth requirements.
 2. Is reflective of broad community priorities as identified through regular Community Perceptions and Customer Satisfaction surveys, (see Policy SC2 'Strategic Consultation with Community Stakeholders' for details).
 3. Is able to be accommodated within Council's adopted Corporate Business Plan and subsequently within Council Budgets aligned with the Plan.
 4. May include community consultation in the form of public forums, public meetings, public workshops and other forms of community consultation.
- (2) The Strategic Community Plan provides the over-arching guidance for development of the City. It contains details of the City's Mission, Vision (of what the future would look like), the drivers of change, and the key factors that will help deliver these outcomes – referred to as the 'Strategic Initiatives'.
- (3) The Strategic Community Plan is intended to be a 'high level' document; it is not a vehicle for detailing all of the strategic actions the City will undertake. Supporting the Plan are subsidiary strategies, such as the Corporate Business Plan and other specific issue strategies. These contain more detailed information, targets and performance indicators. The Corporate Business Plan refers to detailed infrastructure development plans, asset management plans, a Long Term Financial Plan, Workforce Plan and key strategies and plans.

[2]

POL	CORPORATE STRATEGIC PLANNING PROCESS	SC5
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(4) Delivery of the Strategy

The Strategic Community Plan is functionally delivered through the Council's Annual Budget and Business Planning process. The Annual Business Plan outlines actions that City's administration will undertake to achieve the Strategic Community Plan whereas the Budget provides the financial wherewithal to support this outcome (see Policy SC34 'Budget Management' for details).

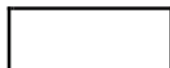
(5) Council reinforces its ongoing commitment to the Strategic Community Plan by:-

1. Including a statement in each report considered by Council on the relevance of the item to the plan.
2. Ensuring there is a direct and tangible link between the Strategic Community Plan, the Corporate Business Plan, specific purpose strategies and the Budget adopted annually by Council.
3. Displaying the basic elements of the plan in all appropriate Council Facilities and Publications.
4. Providing a reference to the plan in Council's Annual Report and commenting on Council's performance against measures provided for in the Strategic Community Plan.
5. Providing a progress report on the Strategic Community Plan each six months and publishing this to the community.
6. Assessing the Strategic Community Plan, on a biennial basis in order to monitor its effectiveness and currency.
7. Reviewing the Corporate Business Plan in accordance with the Local Government (Administration) Regulations 19DA(4), every year.
8. Formally reviewing and updating the Strategic Community Plan every four years, in accordance with the Local Government (Administration) Regulations 19DA(2).

(6) All Elected Members will demonstrate their commitment to the Strategic Community Plan by observing the principles of the Plan in their decision making processes of Council.

(7) All staff will demonstrate their commitment to the Strategic Community Plan by ensuring all Action Plans and service commitments which relate to their Service Unit are aligned with the Plan's Strategic Initiatives and all Reports presented to Council similarly make reference to a Strategic Initiative.

[3]



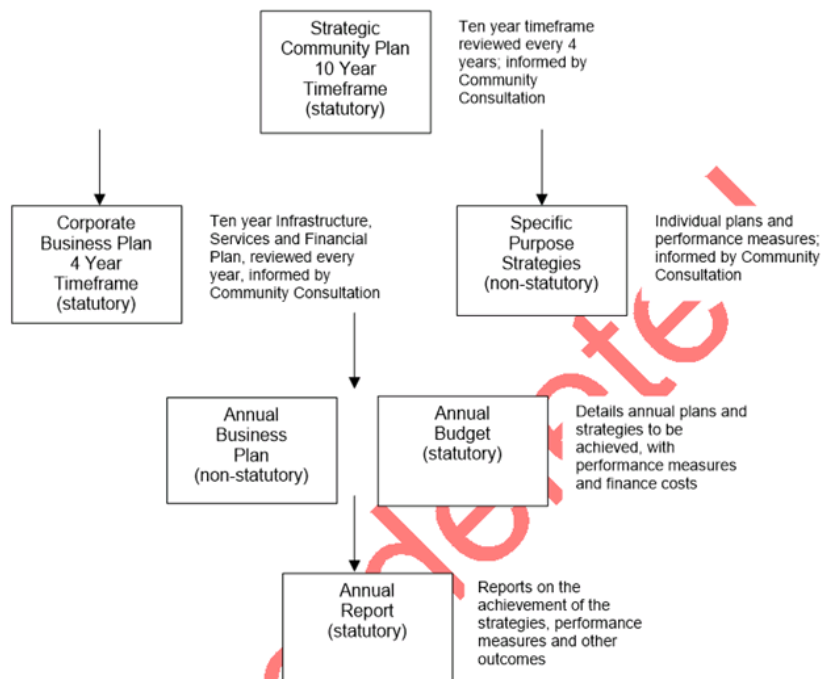
POL	CORPORATE STRATEGIC PLANNING PROCESS	SC5
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- (8) The development of subsidiary strategies will follow a similar path as for the Strategic Community Plan. They will also be subject to consultation with the community and are to be formally adopted by Council. These plans are to conform to the following principles:
1. Including a statement referencing the need for the strategy and its relationship to specific Strategic Initiative(s) from the Strategic Community Plan.
 2. Outline clear objectives to be achieved and the relevant timescale anticipated.
 3. Include performance measures that can be reported to the Council and community.
 4. Use a five to ten-year timeframe that includes consideration of longer term objectives.
 5. Be reviewed with progress reported to Council every five years.
- (9) Hierarchy and Review
- The Strategic Community Plan is intended to be a 'living' document that establishes direction, but is itself gradually refreshed by variations adopted through the Corporate Business Plan and other subsidiary strategies. The formation of the Annual Business Plan and Budget will also identify issues that may need to be considered in subsequent reviews of the Plan. The formal four year review process allows all of these changes to be incorporated into the subsequent iteration of the Plan.
- (10) The Annual Report is used to record the City's success in achieving the objectives of the Strategic Community Plan. This ensures there is an historical record of these outcomes and will assist future generations to improve the planning process. Diagrammatically the relationship between the above components is shown below.

[4]

POL	CORPORATE STRATEGIC PLANNING PROCESS	SC5
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Corporate Strategic Planning Process



[5]

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11. ENGINEERING & WORKS DIVISION ISSUES**11.1 (2019/MINUTE NO 0011) PROPOSED NEW COUNCIL POLICY 'WASTEWISE EVENTS'****Author(s)** N Ledger**Attachments** 1. Wastewise Events Policy [↓](#)
2. Community Consultation Responses [↓](#)**RECOMMENDATION**

That Council adopts the proposed new Policy 'Wastewise Events', in accordance with Council's Communication Policy for public comment, as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

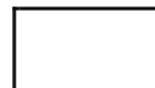
CARRIED 3/0**Background**

Globally, 8.3 billion tonnes of virgin plastic has been produced in the last 70 years. Up to half of all plastic is used for the production of single use, disposable items such as straws, cutlery and bags.

Only 9% of all plastic ever produced has been recycled, with 12% being incinerated and 79% discarded in landfill or the ocean. In the Perth Metropolitan area, only 3% of plastics are recovered for recycling. Even when placed in the recycling bin, smaller plastic items such as straws, cutlery and sauce portions, cannot be recycled as they are not picked up at the material recovery facility. In landfill, plastics can take up to 1,000 years to break down.

Between 2013 and 2017, 815 volunteers were involved in 39 clean up events on beaches between C.Y. O'Connor Beach and the Ammunition Jetty at Woodman Point. 77% of the 62,878 items of litter collected were plastic (see Table 1):

Rank	Litter type	Percentage of items collected
1	Plastic food packaging (bottles, wrap,	17%



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Rank	Litter type	Percentage of items collected
	packets, containers)	
2	Soft plastic remnants (bits of plastic bag, wrap, balloons)	17%
3	Cigarette butts & filters	14%
4	Solid plastic pieces	9%
5	Glass or ceramic (broken)	4%
6	Straws, confection sticks, cups, plates & cutlery	4%
7	Rope & net scraps less than 1 metre	3%
8	Lids & tops, pump spray, flow restrictor & similar	3%
9	Glass beer stubbies & pre-mixed alcohol bottles	3%
10	Metal bottle caps, lids & pull tabs	3%

Table 1: Litter collection statistics. Source - Australian Marine Debris Database.

Litter harms over 600 marine species globally, via ingestion and entanglement. By 2050, an estimated 99% of seabirds will have ingested plastic.

The City is committed to working with its community towards an environmentally, socially and economically sustainable future. Implementation of measures to avoid the generation of waste and protect our natural environment is vital to ensuring this outcome.

Submission

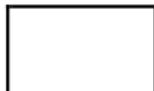
N/A

Report

The City's Waste Management and Education Strategy include the following high-level objectives:

- Avoid the generation of waste; and

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- Maintain and enhance protection of our natural environment.

Community events in the City of Cockburn generate significant volumes of waste. Much of this waste is disposable, single-use plastic such as bottles, straws, plates and cutlery.

Many of the City's most popular event locations are located close to sensitive marine and wetland environments such as Coogee Beach and Bibra Lake. Litter arising from these events is likely to enter waterways where it becomes harmful to local wildlife.

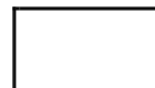
The use and littering of disposable plastic items (including latex balloons) within the City of Cockburn is an issue of growing concern to the local community. An increasing number of requests to investigate these issues are being received.

Community concern around plastic waste and pollution has gathered significant momentum since the recent War on Waste television series and the Blue Planet marine debris documentary by David Attenborough. Other local government authorities in Western Australia have addressed this issue as follows:

- Town of Cottesloe banned release of helium balloons via an amendment to a local law;
- City of Bayswater banned single use plastics at its premises and events;
- Town of Bassendean banned single use plastics at events organised or sponsored by the City;
- City of Fremantle banned single use plastics at events produced by the City and banned the use of straws at events requiring City approval.

It is important that the City of Cockburn acts to address this issue while the community and State Government are supportive of these changes. A working group meeting was therefore held with internal stakeholders from Waste Services, Parks and Environment, Ranger Services, Recreation Services, Governance and Risk Management and Corporate Communications in March 2018. There was widespread support for public consultation concerning the development of a policy on single use plastics and balloon use in the City.

Public consultation was undertaken in September 2018 to gather community feedback on how the City should address the issue of single use plastics. Responses from Comment on Cockburn and social media are attached to this report – refer Attachment 2.



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A focus group was held on 19 September, which garnered unanimous support for a restriction on the use of single use plastics and the release of balloons. There was some discussion about whether balloon use should be permitted provided that the balloons are not filled with a gas such as helium which causes them to rise into the air. However, all balloons have a high likelihood of blowing away and becoming litter when released, particularly in windy foreshore areas.

The Waste and Environmental Services Teams have prepared the attached draft Wastewise Events policy, incorporating feedback from the community consultation process, and now seek support to release the draft policy for public comment.

Following adoption of a policy, the Waste and Environmental Services Teams will provide guidance to vendors, stallholders and community groups to enable them to meet the requirements of the policy.

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

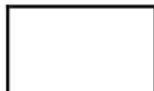
There are minor financial implications arising from the replacement of single use plastic items with more sustainable alternatives. For example, compostable alternatives to plastic cutlery are generally more expensive. For larger City events, this would be the responsibility of the food vendors providing the items.

Many single-use items, e.g. straws and balloons, can be omitted altogether leading to a reduction in costs.

The City already owns and utilises three portable water bottle refill stations at events or provides water trailers as necessary. In 2018/19, the City has also used the 'Go2Cups' service at all major events to provide reusable coffee cups and water glasses to attendees. This has proved very successful and the cost is shared by the Events and Waste Services Teams.

Legal Implications

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N/A

Community Consultation

An initial community consultation into single use plastics has been completed, including:

- A focus group of 13 people from diverse backgrounds, facilitated by the Community Engagement Officer with assistance from the Waste Education Officer and Sustainability Support Officer;
- Open public consultation via Comment on Cockburn.

If approved for public comment, the draft policy will be posted on Comment on Cockburn for a period of four weeks. It will be advertised via the City's standard communication channels e.g. newspaper, social media.

Risk Management Implications

There is moderate reputational risk associated with inaction on this issue, with public complaints already being received regarding plastic balloons and litter across the City.

There is risk to local marine and terrestrial wildlife arising from plastic litter. Litter is also unsightly and lowers neighbourhood amenity. In addition, plastic is made from fossil fuel and is therefore non-renewable and causes pollution throughout its lifecycle.

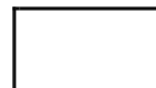
The City's "Guide to Community Events" already includes strong statements on the use of plastics and balloons. A supporting policy is required to ensure consistency across the organisation and wider community. Failure to do so would lead to incongruent messaging.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 11.1 Attachment 1

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Title	Wastewise Events
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The City of Cockburn ('the City') recognises its responsibility to implement sustainability measures across the organisation and to work with its community towards an environmentally, socially and economically sustainable future.

Community events within the City generate significant volumes of waste. This policy aims to:

- Reduce waste at events through restrictions on single-use, disposable items;
- Improve resource recovery via the provision of infrastructure and education; and
- Reduce litter.

The purpose of this policy is to reduce waste from events within the District and to encourage effective resource recovery. This will reduce resource consumption, litter generation and threats to local wildlife.

Policy Statement

The policy applies to:

- 'City Events' - all events coordinated by the City or external organisations engaged by the City;
- 'Approved Events' - all events subject to formal approval of the City via the Public Event Application process. This includes events supported by City grants;
- 'Other Events' – all other events on City-owned property which are not subject to the formal approval of the City.

'Events' include all civic, commercial or community events, meetings, functions, workshops, markets, festivals, expos, parties, information sessions, conferences and organised/formal sport or recreational events.

City Events

All City events shall include provision of:

- Appropriately labelled, paired general waste and recycling bins. There shall be sufficient bin volume to ensure no litter arises from overflowing bins;
- Alternatives to bottled water (where required) e.g. water trailer, portable water fountains, portable water bottle refill stations and/or fixed water bubblers.

[1]



DAPPS 28/02/2019

Item 11.1 Attachment 1

Title	Wastewise Events
Policy Number (Governance Purpose)	



All City events shall exclude:

- Use, provision, sale or release of balloons;
- Use, provision or sale of single use plastics, including polystyrene or styrofoam. Single use plastics include but are not limited to: cups (including plastic lined coffee cups), drink bottles, cutlery, straws, drink stirrers, plates, decorations, individual condiment portions, bags and containers. Reusable alternatives are preferred but compostable alternatives certified to AS 4736 are acceptable.
- Use of bean bags with polystyrene filling.

Failure of vendors to comply with this policy may lead to their exclusion from future City Events.

Approved Events

All approved events shall include provision of:

- Appropriately labelled, paired general waste and recycling bins. There shall be sufficient bin volume to ensure no litter arises from overflowing bins.

All approved events shall exclude:

- Use, provision, sale or release of balloons;
- Use of bean bags with polystyrene filling.

Approved events are strongly encouraged to:

- Exclude the use, provision or sale of single use plastics, including polystyrene or styrofoam. Single use plastics include but are not limited to: cups (including plastic lined coffee cups), drink bottles, cutlery, straws, drink stirrers, plates, decorations, individual condiment portions, bags and containers. Reusable alternatives are preferred but compostable alternatives certified to AS 4736 are acceptable;
- Provide alternatives to bottled water (where required) e.g. water trailer, portable water fountains and/or portable water bottle refill stations.

Failure to comply with this policy may lead to events not being supported or approved by Council in the future.

Other events

Other events not subject to City approval shall exclude:

- The release of balloons of any kind.

These events are encouraged to comply with the other recommendations of this policy wherever possible.

[2]

Item 11.1 Attachment 1

DAPPS 28/02/2019

Title	Wastewise Events
Policy Number (Governance Purpose)	



Strategic Link:	Waste Management & Education Strategy; Sustainability Strategy
Category	Sustainability & Conservation
Lead Business Unit:	Waste Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]



Comment on Cockburn responses about single use plastics**September 2018**Content:

Single use plastics include bottles, cigarette butts, straws, cutlery, cups, balloons, packaging and bags which are designed to be used once before disposal. Plastics are manufactured from a non-renewable resource and designed to last a lifetime, but are used for only minutes before being thrown away.

Up to half of all plastic produced globally is for single use items and only 10% of plastic waste is recycled. In landfill, plastics can take up to 1,000 years to break down. Around 8 million tonnes of plastic enters our oceans every year. At current rates, it is estimated that by 2050:

- There will be about 12 billion tons of plastic litter in landfills and the natural environment;
- An estimated 99% of seabirds will have ingested plastic;
- There will be more plastic than fish in our oceans.

In Western Australia:

- The average WA household produces approximately 100kg of plastic waste per year;
- Only 3% of plastics are recovered for recycling;
- Cigarette butts, drink containers and takeaway food packaging make up 70% of the waste on our beaches;
- Drink containers make up 35% of our litter;
- Around 5 million plastic bags are littered every year.

A number of Eastern States councils have implemented bans on single use plastic items, including Cities of Brisbane and Darebin. Following this, in 2018 the City of Bayswater and Town of Bassendean have moved to limit the use of single use plastics at events.

Though some balloons are made of latex rubber instead of plastic, they can also take many months to break down in the environment. In 2018, the Town of Cottesloe was the first council in Western Australia to ban the release of helium balloons via an amendment to a local law. A number of other WA Councils have introduced policies and guidelines limiting the use or release of balloons.



Item 11.1 Attachment 2

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Question:

Following the WA ban on single use plastic shopping bags and a growing number of Councils nationwide implementing laws, policies and guidelines aimed at reducing the amount of single use plastic waste, what can we do to reduce our collective impact as an organisation and a community?

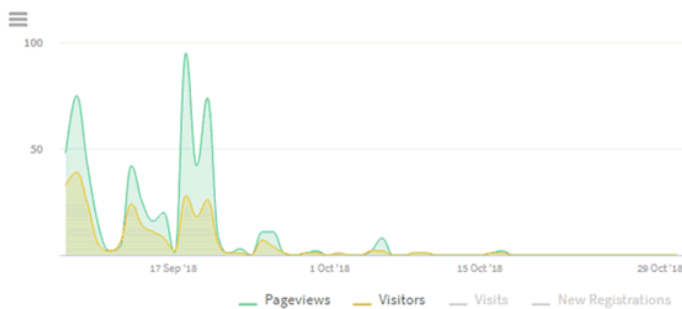
SELECTED PROJECTS: "Plastics - how can we reduce them?"

TRAFFIC

Visitors Summary

Comment on Cockburn from 01 Aug '18 to 01 Nov '18

DAILY MONTHLY



* Select a section of the graph to zoom

Highlights

TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
355	39	19
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
25	78	232

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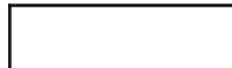
Item 11.1 Attachment 2

	Idea	Comment	Votes for	Votes against
1	Ban balloons from parks and beaches.	Ban the use of balloons at parks and beaches, in particular the release of helium balloons, but also regular balloons as party/picnic decorations etc. They pop and get eaten by the ducks and tortoises. Unnecessary.	7	1
2	Encourage parents to use modern cloth nappies	Provide rebates to parents and/or caregivers who purchase modern cloth nappies. Run information sessions about modern cloth nappies where different types of nappies are available for attendees to assess and compare.	3	0
3	What do we think of these alternatives to balloons at party time?	https://balloonsblow.org/environmentally-friendly-alternatives/	2	0
4	Food vendors at City of Cockburn events not allowed to provide straws		7	0
5	Subsidise bio degradable cutlery, plates etc and make them easily available	Maybe Council can sell them. Post on council's Facebook page the progress Cockburners are making towards the betterment of environment	4	0
6	Restaurants/food outlets offering free (or very cheap) refills to people that bring their own water bottles.	Given our excessive consumption of water from plastic water bottles what if you could pop into a local McDonald's and fill up your own reusable bottle? Ideally the water could be offered for free but even if they charge 50c or \$1 per refill it will still be cheaper than paying at least \$2 at the shops and we don't end up with a discarded plastic bottle at the end of it. The restaurant wins because they get people coming into their establishments who then might go on to make a purchase, the environment wins because their's one less plastic bottle to worry about and consumers win	3	0

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		with cheaper water. Perhaps the council could provide a rebate off their rates to outlets that get on board with this system. Those that do get on board can display a (council provided) sticker on their window that they are concerned about the environment and doing something about it which I'm sure would drive more business their way.		
7	Options for household bins or weighing bins and reducing charges for waste.		4	0
8	Legislation for shops and restaurants to reduce single use items.		5	0
9	Keep up the sustainable event and education for residents!		6	0
10	A reduction on rates for participation in community planting or waste collecting emu stalks.	(or other incentives such as discount plants or products)	4	0
11	Request for signage advising that balloons, tinsel etc isn't to be used on picnic shelters surrounding Bibra Lake to protect local wildlife.	From a Bibra Lake resident	4	0
12	Refundable plastic bottle drop off sites as in other states.	Ban helium balloons. Insist cafes use paper bamboo or steel straws not plastic	3	0



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Item 11.1 Attachment 2

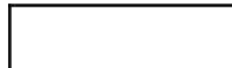
13	Education with Action	Educate kids, make it fun and turn it into a community initiative. All participate for fun. Free reusable cup bin. Jars instead of containers. No Straws or Balloons. Less packaging or reuse packaging. Compost!	0	0
14	Bulk Retailers	In Byron Bay they have a retail franchise that provides bulk goods for customers to use their own reusable containers and pay by volume/quantity. We should encourage and support a franchisee in our area to do the same.	3	0
15	Education in Primary Schools	If the City offered free workshops for students, classes, families, that would be a great start in helping reduce our plastic usage. The year 4's at Harmony Primary school are working on design projects to reduce 'single-use plastics'. They are so enthusiastic. If we had the opportunity to have guest speakers, free excursions to recycle plants or workshops on how to make bee wax sandwich wraps, any of those things would be amazing! If kids have the understanding of how plastic is such a problem, then they have the ability to persuade (bug their parents) to start making changes!	1	0
16	Local events supported by the City to only provide plastic free and low waste options with compostable containers	To limit the use of single use plastic	1	0
17	Widely ban plastic bags in all shops/restaurants by adopting Boomerang Bags and/or cardboard boxes	Could rely on community groups and more sustainable workshops to make the Boomerangs bags and distribute them around.	0	0
18	Rate reductions for smaller bins	Reward people who produce less household rubbish by offering smaller recycling and/or landfill bins for a reduction in rates	0	0

Item 11.1 Attachment 2

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Additional Facebook Comments

- Total ban of all plastic bags from shops and supermarkets...
- Supermarkets can use paper bags for fruit & veg, bread rolls etc. no need for rolls of plastic bags, potatoes came in heavy paper bags once.
- I use these bags for fruit and veg, they are awesome 😊<https://www.onyalife.com/product/reusable-produce-bag-8pack/>
- Total ban on extra bins
- Rate reductions for residents with smaller bins! Our landfill bin is usually less than a quarter full and our recycling bin less than half full.



Item 12.1

DAPPS 28/02/2019

12. COMMUNITY SERVICES DIVISION ISSUES**12.1 (2019/MINUTE NO 0012) REVISED COMMUNITY ENGAGEMENT POLICY AND FRAMEWORK 2019**

Author(s)	D Carbon and G Bowman
Attachments	<ol style="list-style-type: none"> 1. Policy - Community Engagement ↓ 2. Community Engagement Framework ↓ 3. SC2 Community Engagement Policy (to be deleted) ↓ 4. Community Engagement Review March 2018 ↓ 5. IAP2 Spectrum ↓

RECOMMENDATION

That Council:

- (1) adopts the revised Community Engagement Policy and proposed Community Engagement Framework;
- (2) deletes Policy SC2 'Community Engagement'; and
- (3) receives the independent review of the City's Community Engagement practices conducted by AHA Consulting;

as shown in the attachments to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0**Background**

In 2016, the City adopted its first Community Engagement Policy. Over the past 12 months, the City has been consulting with residents groups, Elected Members, Reference Groups and others about its commitment to its community engagement practices.

Submission

N/A



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Report

In March 2018, the City appointed community engagement consultant, Joel Levin, of AHA Consulting, to carry out an independent review of the City's community engagement practices. This review found that the City's current model is "a strong starting point for introducing the community and the organisation to engagement."

Most organisations progress their engagement practice and typically find that the International Association for Public Participation (IAP2) suite of tools offer a more comprehensive approach to engagement planning and delivery.

"Organisations are recommended to utilise the IAP2 model as it ensures there is a full conversation on all the options for influence."

A survey of 17 local governments across metropolitan Perth in March 2018 found that 14 community engagement policies were based on IAP2 principles, two on other models and one had no policy yet.

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the City's decisions or actions in relation to a problem, opportunity or outcome. (IAP2 definition)

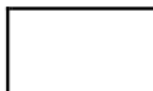
Community engagement may refer to a range of interactions and differing levels of engagement between the City and the community, including:

- Information sharing processes, to keep the community informed and promote understanding
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making.
- Empowering the community.

It is now recommended that the City adopt the IAP2 model as the basis of its community engagement policy and practice.

Community engagement is a field of practice that is embraced globally by governments at all levels, institutions and corporations to promote the participation of local communities and stakeholders in decision-making.

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IAP2 is an international member association which seeks to promote and improve the practice of public participation, or community engagement, incorporating individuals, governments, institutions and other entities that affect the public interest throughout the world.

IAP2 Australasia is the leading public participation association in Australia.

On 17 June 2015, about 700 councillors, general managers and chief executives from local government across Australia and New Zealand met in Canberra for the National General Assembly of Local Government.

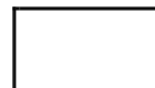
The Assembly unanimously resolved: "That the National General Assembly acknowledges the seven core values of public participation as leading positive practice for involving citizens in democratic decision making and request the Australian Government demonstrate the use of these principles in the development of public policy".

IAP2 has developed "Core Values for Public Participation" for use in the development and implementation of public participation processes.

When adhered to, these core values help facilitate better decisions that reflect the concerns and interests of stakeholders.

The IAP2 Core Values are:

- Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process;
- Public participation includes the promise that the public's contribution will influence the decision;
- Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers;
- Public participation seeks out and facilitates the involvement of those potentially affected by, or interested in, a decision;
- Public participation seeks input from participants in designing how they participate;
- Public participation provides participants with the information they need to participate in a meaningful way; and
- Public participation communicates to participants how their input affected the decision.



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Item 12.1

In addition, IAP2 has developed the Public Participation Spectrum to assist with selecting the level of participation that defines the public's role in any community engagement program.

The Spectrum shows that differing levels of public participation are legitimate depending on the goals, time frames, resources and levels of impact on the decision to be made.

The five levels of public participation are:

- Inform,
- Consult,
- Involve,
- Collaborate and
- Empower.

The IAP2 model is regarded as best practice for community engagement across Australia and internationally. Converting the existing Council Policy to the IAP2 model is the recommended way forward for the City of Cockburn and its stakeholders. The Policy has therefore been substantially amended to reflect the change in model.

In addition to this, the Reconciliation Action Plan (RAP) 2018 contained the following action:

- Integrate Aboriginal engagement practice into the Community Engagement Policy and Framework.

Therefore as part of the Community Engagement Policy review, staff consulted with the Aboriginal Reference Group to ensure the Community Engagement Framework incorporates guidance on key measurements contained in the RAP.

Strategic Plans/Policy Implications

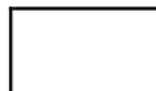
Leading & Listening

Listen to and engage with our residents, business community and ratepayers with greater use of social media.

Budget/Financial Implications

N/A

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Legal Implications

N/A

Community Consultation

Consultation with residents groups, Elected Members, other local governments and the Aboriginal Reference Group has been undertaken during March 2018, October 2018 and January 2019 regarding:

- the City's community engagement practice;
- the recommended change to the IAP2 model; and
- Aboriginal engagement practice.

Consultation with Residents groups in March 2018 identified that projects that worked well were typically well planned, used multiple modes of engagement, started the engagement early, ended up with broad representation, used social media well and delivered two-way understanding with the community.

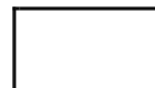
Consultation did not work well in cases of insufficient planning, being too reactive and choosing a method which allowed a small but vocal group to dominate the discussion and oppose people who hold a contrary view.

In October 2018, a follow-up discussion with Resident Groups within Cockburn identified a preference for the IAP2 model because it would allow the community more opportunities to influence the decision-making process through greater collaboration about matters which affect them.

Consultation with the Aboriginal Reference Group identified that it is important to have the level of detail contained in the Framework to ensure cultural protocols are followed and that Aboriginal and Torres Strait Islander community members have the opportunity to provide input into decision making processes in a culturally appropriate manner.

Risk Management Implications

The City has improved its community engagement practices over the past three years, gaining momentum in training staff, working with the community and trialling different methods of consultation. The City has been working to the IAP2 model recently and it is now appropriate to document the new processes. Not adopting the new community engagement policy sets the City back in its endeavours to work with the community and negatively reflects on its reputation.



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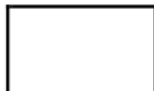
Item 12.1

Advice to Proponent(s)/Submissioners

N/A.

Implications of Section 3.18(3) *Local Government Act, 1995*

N/A

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Item 12.1 Attachment 1

Title	Community Engagement
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To guide the City in its approach to seeking input from stakeholders on decisions which impact on them. This policy applies to all employees and consultants engaged by the City.

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to help the City shape decisions or actions related to a problem, opportunity or outcome. (Based on IAP2 definition).

Policy Statement

The City is committed to seeking input from stakeholders on decisions which impact on them. Council is the ultimate decision-maker but values the insight provided by stakeholders. The purpose is to help make better decisions which reflect the interests and concerns of potentially affected people and organisations.

(1) Core Values – The City has followed the IAP2 Core Values including:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will be considered in making the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

(2) Diversity Commitment

1. The City makes a commitment to provide equity in opportunities for people with diverse range of needs and views to participate fully in engagement activities.
2. As a statement of commitment, the City acknowledges the Nyungar people as the Traditional Custodians of this land. We commit to engaging with the Aboriginal and Torres Strait Islander community and the Aboriginal Reference Group.

[1]

Item 12.1 Attachment 1

DAPPS 28/02/2019

Title	Community Engagement
Policy Number (Governance Purpose)	



(3) Community Engagement Framework

The implementation of this policy will be guided by the Community Engagement Framework

Strategic Link:	City of Cockburn's Strategic Community Plan Community Engagement Framework Cockburn Community Development Strategic Plan Communications Strategy and Action Plan Disability Access and Inclusion Plan Reconciliation Action Plan
Category	Community Support & Development
Lead Business Unit:	Community Development & Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]



Community Engagement Framework

February 2019

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1. Our Commitment

This Policy Framework sets out the City's commitment to engage with the community and stakeholders on decisions which impact on them.

It provides a structure and process for initiation, development, adoption and review of the City's community engagement practice based on:

- Placing value on the insight provided by stakeholders
- Council as the ultimate decision maker
- Making better decisions which take into account the interests and concerns of potentially affected people and organisations.

This Framework applies to all employees and consultants engaged by the City. It is based on the International Association of Public Participation (IAP2) model, which is the peak body for community engagement worldwide. It should be read in conjunction with the City's Community Engagement Policy.

Our Commitment
For residents and stakeholders, we are committed to providing opportunities to have a say, in a way that meets your needs and to participate in the decision-making process.
Our commitment:
<ul style="list-style-type: none"> • is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process. • includes the promise that the community's contribution will be considered in making the decision. • promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers. • seeks out the involvement of those potentially affected by or interested in a decision. • seeks input from participants in designing how they participate. • provides participants with the information they need to participate in a meaningful way. • communicates to participants how their input affected the decision.
(Based on the IAP2 Core Values)
For decision makers, including Elected Members, it means also having evidence in the form of a consultation report outlining the facts, figures and sentiment of the community impacted by a decision. This allows decisions to be made based on local knowledge, issues important to residents and to get a wider range of opinions on a matter.
For staff, it is also a commitment that the City will liaise with internal stakeholders to communicate proposals for change and seek the context and history of a project before starting external consultation.

3

2. What is Community Engagement?

Community engagement is a **planned process** with the **specific purpose** of working across organisations, stakeholders and communities to help **shape the City's decisions** or actions in relation to a **problem**, opportunity or outcome. (Based on IAP2 definition)

As shown in bold, the defining elements of the engagement include:

- Planned process
- Purposeful
- Helping shape decisions and actions of communities and/or organisations
- Recognition that there will be a decision at the end of the consultation, and an action.

The word "community" defines individuals and groups of people, stakeholders, interest groups and resident groups – either a geographic location, a community of practice or an industry or sporting club.

The word "stakeholder" defines individuals, group of individuals, organisations or entity with a specific stake in the outcome of a decision.

Community engagement is not about:

- promising to meet community needs and expectations all the time, because decision-makers cannot keep everyone happy all the time
- consulting on every single decision because this may not be feasible due to time constraints, budget restrictions or other factors
- assuming that everyone in the community will want to be engaged all of the time on every issue
- consulting on a decision that has already been made.

To **external stakeholders**,
community engagement means:

Communicating well with the community; making people aware of local issues that affect their lives

Providing the community with opportunities to have a say about what is considered to be important, if and when wanted

Connecting people together to improve lives, to help progress the City and create a harmonious and healthy environment

Being actively involved in activities and decision-making about where and how people live, work and play

To **internal stakeholders**,
community engagement means:

Effective information flow

Having a say on changes to programs that they will deliver

Hearing about the community's values, needs and attitudes towards projects, developments and issues

Process of getting the community more involved in the local area, building networks and relationships

4

3. IAP2 Spectrum of Public Participation


The City considers the impact of the project from the stakeholder's viewpoint, acknowledging that some people will want higher involvement in the consultation than others. The IAP2 Spectrum of Public Participation depicts five levels of influence that the community can have on an outcome or decision. From Inform to Empower, the Spectrum sets out goals and suggested promises to the community for each level. For some projects, we wish to inform residents about a new activity or service, and on others we seek far more involvement. Engagement can be led by the community or organization.

The City does not prescribe a single approach to engagement. Rather, officers should determine the appropriate approach for engagement, based on the context of the project, the scope of engagement, the people involved, the principles and level of influence.

IAP2'S PUBLIC PARTICIPATION SPECTRUM

The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.



INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

© IAP2 International Federation 2014. All rights reserved.

4. Know your stakeholders

The City makes a commitment to provide equity in opportunities for people with diverse needs and views to participate fully in engagement activities. With more than 110,000 residents, the City must ensure its engagement is demographically representative of the age, culture, locality and family composition of its community.

The City is committed to consulting with subject matter experts such as Aboriginal people, culturally and linguistically diverse people, seniors, youth and people with disability. The City values the diversity of the people in our community and understands that through respectful and genuine relationships we can learn from each other.

It also strongly relies on residents groups to provide input on local issues.

4.1 Aboriginal and Torres Strait Islander People

As a statement of commitment, the City acknowledges the Nyungar people as the Traditional Custodians of this land. We commit to engaging with the Aboriginal and Torres Strait Islander community and the Aboriginal Reference Group.

Providing leadership in strengthening relationships with Aboriginal and Torres Strait Islander people is important to the City in developing an inclusive, strong and healthy community.

The City is committed to implementing the Reconciliation Action Plan actions relating to community engagement.

4.2 Culturally and linguistically diverse stakeholders

The City has a culturally and linguistically diverse community. Historically the City had significant populations of Italians, Croatian, German and Portugese people, while immigrants over the past five years have largely come from China, India and the Philippines.

The City is committed to consulting with its diverse communities, with interpreters available on request and translation of material into different languages.

4.3 Stakeholders with disability

Based on the City's Disability Access and Inclusion Plan, any planned community engagement must:

- Develop strategies to ensure community engagement is inclusive of people with disability.
- Promote community engagements using a range of media, considering the needs of people with disability.
- Ensure staff and contractors involved in community engagement are aware of alternative communication strategies

The City will use co-design methods to better understand and improve people's experiences of services as well as the services themselves.



DAPPS 28/02/2019

Item 12.1 Attachment 2

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Item 12.1 Attachment 3

DAPPS 28/02/2019

POL	COMMUNITY ENGAGEMENT	SC2
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POLICY CODE:	SC2
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	182/001
DATE FIRST ADOPTED:	18 July 2000
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:	
DAPPS Meeting:	15 November 2007 28 November 2013 27 February 2014 24 August 2017
OCM:	13 December 2007 12 April 2012 12 December 2013 13 March 2014

BACKGROUND:

This policy applies to all employees and to consultants engaged by the City of Cockburn. It reflects the values embodied in the City of Cockburn's Strategic Community Plan, Cockburn Community Development Strategic Plan, Communications Strategy and Action Plan and Disability Access and Inclusion Plan.

Definition:

At the City of Cockburn, community engagement refers to the way in which people interact and connect on policies, projects, events and issues to make the City of Cockburn an attractive place to live, work, visit and invest in.

"Community" is broadly defined as any ratepayer, resident, landowner or other person or body, either singularly, jointly or severally, having an economic or personal interest in any land, development, proposal or issue which affects, or potentially impacts, upon the physical, economic, social or environmental fabric of the City of Cockburn.

PURPOSE:

- (1) To adopt a Community Engagement Model based on three strategies – information, consultation and active participation.

[1]



POL	COMMUNITY ENGAGEMENT	SC2
-----	----------------------	-----

- (2) To implement the Community Engagement Framework to ensure a consistent approach to community engagement across the City.
- (3) To ensure the endorsed approach is widely practiced by City staff.
- (4) To ensure that all legislative and statutory regulations are met and, where possible, exceeded.
- (5) To regularly survey the community on their needs and the performance of the City in meeting their needs.

Principles

Providing stakeholders with the opportunity to engage with Council on policies, plans, events or issues that impact their lives requires:

1. strong organisational commitment;
2. an inclusive approach to accommodate minority and hard to reach groups;
3. adequate financial, human and technical resources;
4. access to information so that stakeholders have the capacity to be informed and understand the impact of policies, projects, events or issues;
5. adequate time, planning and preparation;
6. clear objectives for the consultation;
7. that the City accounts for the use it makes of stakeholders' input through the delivery of feedback;
8. that the City maintains a consultation register and reporting system to ensure that it learns from community engagement activity.

POLICY:

(1) Procedure

In planning and conducting community engagement, Council staff will be guided by this Policy and the Community Engagement Framework.

If Council makes a decision or implements a change that impacts the community, a Community Engagement Plan will need to be prepared. The decision to prepare a Plan will be made considering the size and nature of the change(s) that are being proposed, and the potential impact(s) on the community.

In preparing a Community Engagement Plan, staff will follow, where appropriate, the ten step process outlined in the Framework:

- Step 1 - Decide if community engagement is needed
- Step 2 - Assess the impacts
- Step 3 - Address legal requirements
- Step 4 - Determine the objectives
- Step 5 - Determine the methods of engagement

[2]

Item 12.1 Attachment 3

DAPPS 28/02/2019

POL	COMMUNITY ENGAGEMENT	SC2
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Step 6 - Determine when engagement will occur
 Step 7 - Resource and implement the plan
 Step 8 - Manage risks
 Step 9 - Provide feedback
 Step 10 - Reflect on the lessons learned

(2) Review

The Community Engagement Framework and Policy will be reviewed every two years.

(3) The City of Cockburn is committed to the ongoing consultation of its Community to ensure that its Plan for the Future of the District and Corporate Strategic Planning processes are cognizant of community opinion.

To ensure community opinion represents a gauge of Councils wider planning processes, the following practices will form the basis of its consultation mechanisms:

1. A comprehensive Community Needs Survey (CNS), undertaken tri-ennially to establish and continually review that Councils facility and service provision is aligned, so far as it is practical to do so, with community priorities.
2. An annual Community Satisfaction Benchmarking (CSB) Survey to monitor the standard of Councils facilities and service provision.
3. Ad-hoc localised surveys undertaken on an as required basis as a means of measuring community opinion on issues identifiable within a clearly defined local area or group of people.

[3]





Project: Engagement Review

Client: City of Cockburn

Date: 16th March 2018

Version: Final

 **Aha! Consulting**

www.ahaconsulting.net.au

Project: Engagement Review
Client: City of Cockburn

Meeting Date: 15.03.18
Author: Joel Levin

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Project: Engagement Review
Client: City of Cockburn

Meeting Date: 15.03.18
Author: Joel Levin

1 Introduction

As part of its ongoing development and commitment to community engagement, the City of Cockburn sought to review its engagement practice and to consider recommendations on how it might improve this practice.

According to the International Association for Public Participation (IAP2), Community engagement is based on the understanding that those impacted by a decision have the right to be involved in the decision-making process¹. Therefore, engagement is the process of planning and facilitating this involvement. Involvement can be along a spectrum of influence that is determined on a case by case basis.

In this review, the principles and recommendations are applicable to all engagement practice. As such the term 'community' is used to describe people who live, work and visit the City as well as key stakeholders including businesses, service providers and other government agencies.

Joel Levin, Managing Director of Aha! Consulting, is an accredited IAP2 trainer, IAP2 Ambassador and has worked in and with engagement for over 15 years. This review draws on his work with Local Governments in Western Australia and in the eastern states, and also his national and international work with organisations that are looking to further develop their engagement practice. (For a summary list of organisations Joel has worked with please see Appendix A.

The review sought to understand three key questions:

- What is the current quality of community engagement conducted by the City?
- How does the City's engagement practice compare to other Local Government Authorities in WA?
- How might the quality of community engagement be improved in the City?

Methodology

This was a qualitative review, gathering information from interviews with staff, Elected Members and members of the community and as such it is not a formal benchmark against other councils or a formal review of specific engagement projects. Consultation involved:

- Individual interviews with the City of Cockburn's Executive team and key Managers
- Elected Members (All invited. Cr Sands and Cr Eva accepted the invitation and were interviewed by phone)
- Community leaders (survey sent to all ratepayer associations and discussion by Joel Levin at joint gathering of resident groups March 2018)

Community Engagement is always delivered within the context of the local community, workplace culture, organisational structure, councillor/staff relationship and the deliberative culture of the council itself. As such the recommendations made are holistic in nature.

¹ International Association for Public Participation: Core Value #1



Item 12.1 Attachment 4

DAPPS 28/02/2019

Project: Engagement Review
Client: City of Cockburn

Meeting Date: 15.03.18
Author: Joel Levin

2 Understanding Context

Community Engagement and the operation of any Local Government Authority (LGA), never occurs in a vacuum. There are multiple factors which influence the application of engagement (such as socio-demographics, community expectations, political imperatives, financial pressures and timeframes).

2.1 City of Cockburn Context

According to the strategic community plan, the City has 106,540 people and is growing at a rate of 2.5% to 3.5% per annum. This will result in approximately 40,000 more people by 2026.

The City faces some significant external challenges including state government planning and the funding of infrastructure and services. Internally, the most significant issues are listed as the management of municipal and commercial waste (and the income stream generated by commercial waste). The pace of innovation, cost of new technology and improving the perception of value for money from Council rates were also named as challenges for the City.

Cockburn is represented by the Mayor and nine Elected Members (one position vacant) in three wards.

There have been a number of significant infrastructure projects (eg. Roe 8 and Murdoch Drive Connection) that will have impacted on the community's sense of trust in government institutions and expectations of engagement.

2.2 Local Government Context

At the risk of stating the obvious, there are a number of tensions within local government that are part of the operating environment. Astute understanding and transparency of these tensions are essential to meaningful conversations about the development of engagement practice.

Systems Orientations vs Community Development

Given the skilled and technical background of the majority of staff within any local government, there is a correct and necessary focus on clear systems and processes to guide operations, quality and service delivery. Organisations continually need to ensure these systems give sufficient autonomy to staff while still supporting consistent, efficient and responsive operations within budget and a time period.

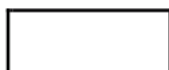
The challenge is that communities are far less systematic in the way they aggregate, communicate and come to decisions. As such there can be a tension when the desire for lineal organisational processes meets the competing needs, wishes, cultural and demographic differences of diverse communities. This means that, while planning is an essential element of quality community engagement, its execution is rarely delivered as planned and often needs to be adapted to changing circumstances.

This also means that methods used for one engagement may not be suitable for a different topic or even the same topic in a different part of the community.



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Project: Engagement Review
Client: City of Cockburn

Meeting Date: 15.03.18
Author: Joel Levin

Transparent Process vs Community Activism

There are a number of factors that contribute to reduced community trust. The perceived lack of transparency or fairness in a process is one of them. The tension here is that the community does not always play by the same rules of fairness and transparency and at times will use the council's transparency to advance their own agenda.

The activist approach from some segments of the community places the achievement of their own goals ahead of relationships, due process and a willingness to allow others equal consideration. While involvement in decision making is an important democratic right, **organisations have a responsibility to engage in a way that ensures one group's ability to be engaged does not impinge or overshadow another group.**

As such, the process and methods used for engagement are critical considerations to ensure that all voices are heard and that Council decisions represent what is in the best interest of the whole community. It is important to note that the concept of 'best interest' may not be the majority view in all cases, which is where the leadership of councillors becomes critical.

Political Needs vs Governance Need

The governance role of councillors can at times be at odds with the political need/desire to be re-elected. The governance role calls for councillors to deliberate and make decisions based on the legislative requirements, unbiased information and work to the long-term benefit of the whole community. This means decisions can at times go against personal interest/popularity.

The political drivers however, leave councillors vulnerable, needing to be seen to be for or against a certain item or action of the City or other councillors. Each council comes to their own understanding as to how these two at times competing drivers are managed and quality deliberation is supported.

Experts vs Lay People

While councils typically employ people, who are uniquely experienced and qualified to progress the many service and works programs offered, it is possible for these experts to seek the best technical or financial outcome which does not suit local conditions. Communities bring tacit local knowledge, understanding and insights that add value to the decision-making process.

A common desire for councils is to solve a problem before going to the community. The issue with this approach is that the community can end up feeling like the engagement is tokenistic, especially in instances where the decision has already been made.

There is value in working with the community not just to comment on a proposed solution but to give people more responsibility to solve the problems faced by council. Responsibility changes how people deliberate on issues and helps to moderate activism and ambit claims.



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3 The Current Quality of Engagement Practice Conducted by the City

Overall, engagement is seen as an essential part of ensuring the City is delivering services and programs that match community expectations.

In July 2016, the City appointed its first dedicated Community Engagement Officer, within the Community Development business unit, to provide an advisory service to all of the staff and management within the organisation.

Based on the spectrum of community engagement, this officer has moved the city's focus from informing (sharing news) to consulting (through surveys) and is now moving the organisation towards involvement and collaboration with the staging of a participatory budgeting workshop in February 2018 with \$100,000 at stake, and focus groups starting in March 2018 to provide input into an animal management plan.

This officer provides advice to officers, Managers and Directors about planning and implementing community engagement, the key question to be answered and whether community engagement can add to a project or whether a decision has already been made. The officer provides advice on mapping stakeholders, taking engagement to community locations, consistent key messaging and choice of engagement tools.

A primary tool for the City has been catering for residents to provide instant input online through Comment on Cockburn, rather than paper-based submissions. Over the 12 months from 1 July 2016 to 30 June 2017, the City attracted community input on Comment on Cockburn through:

- 122 engagement projects
- 31,400 visits to the site
- 1,623 registered participants

This officer has created a staff hub on Comment on Cockburn, allowing staff to create an electronic Community Engagement Plan, and to get involved in staff surveys about ECM, volunteering and travel-to-work options. As part of the move to the Wellard Street Operations Centre, the officer established a staff advisory group to improve business processes, allowing admin staff who do not usually have a say to come up with solutions to working in the new building.

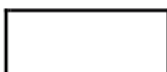
The Community Engagement Officer attends resident group meetings as required to seek feedback on issues ranging from Lyon Road, dog parks and town planning. Engineering staff also call on the officer to help negotiate with commercial neighbours over boundary disputes. At any one time, the officer is involved in about 25 consultations, ranging from seniors housing to waste disputes in suburban streets to traffic calming, drafting a multicultural policy and creating new town planning consultations on Comment on Cockburn.

Rather than work in isolation, the officer works in a network with other local government community engagement officers in metropolitan Perth to share ideas, resources and learn from each other.



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The City has also formed a number of reference groups which meet regularly, including the Aboriginal Reference Group, Children's Reference Group and Disability Reference Group, and officers and Elected Members regularly attend resident group meetings.

At a joint meeting of resident group presidents in March 2018, the participants were very positive about the way the City engages with the community. See full notes in Appendix B

Internally there were more mixed views about the quality of the City's engagement practice. There is clear agreement that engagement works well in pockets of the organisation and that there are some projects where engagement has not worked as well. This not an uncommon in organisation and there will everyone recognises that there is always room for improvement in any organisation.

The concerns raised internally included:

- Over-engagement causing delays to the delivery of important services and works programs
- Engagement giving a platform to vested interests that compromise the quality of what is delivered for the community.
- Engagement being used as means of delaying decisions that are needed but are seen as unpalatable/unpopular.
- Engagement being used in a tokenistic way and failing to deliver a representative voice.
- Engagement and communication being too reliant on online formats, potentially excluding pockets of the community. It was noted that often these people are already experiencing some form of disadvantage.
- The stipulation by Elected Members or senior management about the method of engagement (eg: public meeting or online engagement) when another format might be more suitable and minimise outrage
- Decisions about engagement being made at a senior level without input from communications or community engagement staff who then have to enact difficult-to-achieve engagements
- Too many engagements with open ended wish lists, that create false expectations that are never able to be fulfilled.
- Councillors not being given enough time to deliberate on key issues before being asked to make a decision
- Choosing the method of engagement before mapping the stakeholders, resulting in key stakeholders being missed
- The over use of bureaucratic language in communications
- Engagement is not consistently resourced as a specific part of a project. This create a tension between the requirements for quality engagement and achieving the wider project objectives
- Not using the internal expertise early enough in the planning process
- Not enough people trained in quality engagement practise.



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Those who are happy with the City's approach to engagement stated that:

- The City is accessible to the community; councillors and staff make an effort to get out to community groups and have conversations about issues before they become too big.
- Councillors getting out to community groups and having conversations about issues before they become too big.
- There is value in the online tools and surveys being used
- There is value in having an engagement specialist on staff
- Closing the loop by writing consultation reports and publishing them on Comment on Cockburn after the close of each consultation (and sent via email newsletters), allowing participants to see the overall input
- The City now has all of its consultation on the one web portal, with Statutory Planning now having all of its development applications online (rather than paper based) and Engineering and Strategic Planning now using Comment on Cockburn for all of their engagement
- The value of increasing internal awareness and understanding of engagement through the "taste of engagement" (90 staff)

3.1 Where the City Gets It Right

Those interviewed suggested that there are a number of examples where engagement is done well.

- Cockburn ARC
- Revitalisation projects
- Shark net consultation
- Budget process
- Lyon Road
- Strategic community plan
- Wyola/horse race issue
- Children and families strategic plan
- Exploring the use of innovative methods like participatory budgeting
- The use of reference groups to bolster collaboration with community

For people interviewed, these projects that work well typically are well planned, used multiple modes of engagement, got engagement started early, ended up with broad representation and had used social media well and ended up delivering two-way understanding with the community.



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3.2 Where the City Has Struggled

Projects where engagement was seen to have not gone as well included:

- Jandakot Road widening
- Murdoch Activity Centre Link
- Enclosed dog park
- Rigby Avenue
- Randwick stables master plan
- Jandakot vision

Some of the issues related to:

- Insufficient planning and being too reactive in the engagement process
- The method used, allowing a small but vocal group to dominate the discussion and scare off people who hold a contrary view
- The expectation that council engage and represent the community on state-run projects
- Only focussing on proximity as the measure of representativeness and thus limiting the breadth of views being canvassed.

3.3 Defining Quality Engagement

The IAP2 Core Values² feature in the Association's quality assurance standards and are a useful tool to explore quality engagement. The core values list seven key elements of engagement:

1. Those who are affected by a decision have a right to be involved in the decision making process.
2. This contribution will influence the decision.
3. To deliver sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. To seek out and facilitate the involvement of those potentially affected by or interested in a decision.
5. To seek input from participants in designing how they participate.
6. To provide participants with the information they need to participate in a meaningful way.
7. To communicate to participants how their input affected the decision.

From those interviewed, quality engagement were projects that resulted in:

- A better understanding of the community needs/wishes
- The community having a better understanding of the council's process, constraints and responsibilities
- The ability to give a voice to those who are not usually heard
- A community with more confidence in the administration
- Delivering better decisions

² IAP2 Core Values www.iap2.org



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There was clear alignment between the indicators of quality engagement expressed by those interviewed and the principles already outlined in the City's Engagement Framework, which are:

- **Commitment**
 - o Strong organisational commitment within the City of Cockburn to informing, consulting and facilitating active participation.
- **Resources**
 - o Adequate financial, human and technical resources to enable effective information, consultation and active participation. Where resources are limited, stakeholders who are impacted the most by the policy, project, event or issue are provided the greatest opportunity to access information, be consulted and actively participate.
- **Time**
 - o Adequate time, planning and preparation are provided to enable information, consultation and active participation. Ideally, stakeholders want early notification, advanced warning and adequate time to prepare, process and respond so that they can be informed, consulted and actively participate in matters that impact their lives.
- **Feedback**
 - o The City of Cockburn to account for the use it makes of stakeholders' input through the delivery of feedback.
- **Inclusive**
 - o Access to information, consultation and active participation to accommodates minority and hard to reach groups.
- **Information**
 - o Access to information that is sufficiently detailed and appropriately pitched so that stakeholders have the capacity to be informed and understand the impact of policies, projects, events or issues. Both internal and external stakeholders feel that unless explanations and analyses of policies, plans, events and issues are provided, the opportunity to engage may be lost.
- **Purpose**
 - o Objectives for and limits to information, consultation and active participation are clear from the outset so that expectations and boundaries are clear. Regardless of the level of engagement, it is the City of Cockburn that is ultimately the responsible governing body.
- **Reflection**
 - o The City of Cockburn to maintain a consultation register and reporting system to ensure that it learns from community engagement activity.

Note: There is no formal engagement evaluation being conducted within the City. The principles in the City's existing engagement framework, can be converted into a evaluation tool. Please See Appendix C for a possible model for evaluating quality



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3.4 Influence and Engagement

Another tool used by IAP2 to support the exploration of engagement quality is the IAP2 spectrum³. This spectrum defines five levels of influence that any given engagement might offer the community. With this offer comes a promise/undertaking made to the community.

INCREASING LEVEL OF PUBLIC IMPACT 				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:
<ul style="list-style-type: none"> To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions. 	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public:	Promise to the Public:	Promise to the Public:	Promise to the Public:	Promise to the Public:
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Whilst level of influence is not a measure of quality on its own, it is evident that the vast majority of City of Cockburn consultations focus on the inform or consult end of the spectrum. This is common in many organisations but more local government authorities are beginning to see the limitations of this approach and are exploring engagement further up the spectrum.

The limitations stem from a correlation between the level of responsibility one takes for the views delivered during a consultation and the level of influence one is given over the decision making. **The more influence someone has on a decision, the more responsibility they have to ensure the view they present meets the various legal, social, technical, environmental and economic requirements for the decision maker.**

³ IAP2 Spectrum www.iap2.org



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While offering less influence can seem like it makes the process more manageable, processes that operate at the consult level can become harder to manage because the people being consulted have less responsibility for how their views fit into the overall context of the decision that is required. People being consulted can focus more on being heard (often at the expense of others being heard) and less on understanding other people's views and the broader context.

As noted, giving someone the responsibility for a decision changes their cognitive process and relationship to the topic. This means that there is a counter intuitive consideration at play when selecting the level of influence for a project. However, more influence does not mean less control for the decision maker, as any decision needs to fall within the acceptable parameters of the organisation's legal, financial, social and technical obligations and capabilities.

The use of a more deliberative method of engagement is fast becoming the industry standard in the eastern states in projects that are suited to this approach. Deliberative models are suited to complex problems, where there are competing needs and a requirement for a high degree of trust in the outcome. There are a number of different deliberative methodologies and the key characteristics are:

- Representative samples of the community (invited participants to achieve representation)
 - Size of group can range from 40 - 100 depending on desired sample
- The group meets a number of times to better understand the background and context BEFORE making a recommendation/decision
- Consensus model is used for deliberation with a super majority (75%) agreement required
- Processes tend to sit at the level of collaborate or empower on the IAP2 spectrum

For example:

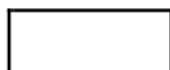
- **City of Melbourne**
 - Worked with a citizen panel to establish their ten-year financial plan
 - The panel members were asked to identify both expenditure and revenue raising measures
- **City of Melville**
 - Used participatory budgeting
- **City of Geraldton-Greenough**
 - Used participatory budgeting
- **Eastern Metropolitan Regional Council**
 - Used a citizen task force to formulate a partnership agreement that underpinned the development of a waste to energy recycling facility
 - The commitment from the council was for this agreement to form the basis of any design and construction tender to be issued

Note: 1) The majority of the City's engagement initiatives currently fall in the Involve and Consult end of the spectrum. However, the City is using references groups and models like participatory budgeting to explore Involve and collaborate processes
 2) The City's current policy and framework uses the OECD's 3 levels of involvement. This excludes the option to empower. Empower is an important consideration when exploring influence.



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4 Comparison between the City and Other Local Government Authorities in WA

4.1 Resourcing within Other LGA's

Part of this process involved seeking informal feedback from community engagement staff from 15 other LGAs about their engagement resourcing.

As can be seen by the comparison table in Appendix D, the City of Cockburn has fewer dedicated engagement staff than some of the smaller LGAs:

- City of South Perth (population 44,000) has an engagement coordinator and part-time officer under a coordinator for stakeholder relations
- City of Fremantle (population 30,000) has an engagement coordinator and part-time officer under the umbrella of strategic planning
- Joondalup (population 160,995) has two full time engagement officers in strategic and organisational development
- City of Stirling (population 228,00) has one engagement officer under customers and communication, community services

The City is in a comparable position to other councils on the other indicators, such as presence of a community engagement policy and the use of online engagement tools, however the City is in a minority by not using IAP2 as the basis for its policy. The OECD model used within the framework is less complete in its representation of influence.

4.2 Engagement in Other LGA's

Comparing the City of Cockburn to other Local Government Authorities (LGAs) is a difficult task, given the unique contexts that each LGA operate within. As such, what is offered is not an apple for apple comparison but rather a series of observations of the practice of other councils.

Town planning

The City of Fremantle won the Planning Institute of Australia WA award 2017 for community engagement on its future housing project where residents were asked to think big about smaller housing. Planning Minister Rita Saffioti said The Freo Alternative project represented a responsive, innovative and contemporary example of a local government undertaking a meaningful community engagement process. See <https://www.creatingcommunities.com.au/award-winning-community-engagement-2017-pia-awards/>. The project used effective marketing and simple language to get the community involved in what could be seen as a complex issue.

For examples of award winning engagement at a local government level, see <https://www.iap2.org.au/Awards/2017-Core-Values-Awards>



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- **Council Staff and Elected Members**

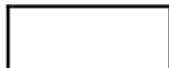
The relationship between staff and elected members is an essential element of effective engagement; the following examples demonstrate ways in which councils seek to build this relationship outside of the formal meeting and briefing process.

- The City of Albany holds workshops with councillors and senior staff to explore the challenges of engagement and to define alternative methods of engagement for high profile projects.
- The City of Bayswater holds a 'market place' style forum for councillors. City staff set up stalls in the main meeting room and are available for councillors to walk around and get to know the key staff, projects and context to the works being undertaken.
- The Town of Mosman Park included councillors on the project team that was running an engagement process on a contentious issue.



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5 Enablers and Barriers to Quality Engagement

During the internal interviews, senior staff were asked to explore the possible enablers and barriers to consistently maintaining quality engagement across the organisation.

5.1 Enablers to Quality Engagement

- Many people interviewed noted the value of having an engagement specialist on staff and the refinement in understanding and practice that this delivered. See Appendix E
- The project management system was seen as a possible enabler for engagement.
- Ensuring engagement delivers positive outcomes.
- The requirement to engage (compliance) was seen as an enabler but it was noted there was limited consequence or measure of quality.
 - o The counter to compliance is to ensure the benefits of engagement are delivered (better outcomes and more efficient deployment of projects).

5.2 Barriers to Quality Engagement

- People engaging out of need rather than thinking more deeply about how they will engage:
 - o Context, risk, resourcing, timing and stakeholders all need to be considered.
- Informing and engaging can be confused as the same thing when engagement implies a level of influence is being offered.
- There can be a variation of understanding and capacity across the organisation, resulting in a tendency to go with past practice as a default rather than assessing alternatives that may be more suited to the context:
 - o At times the focus can be more on ensuring control of the proceedings with little space for community input.
 - o There is not much time for the open forums ... and being seen as a top down approach.
- There are statutory and/or other limitations on the timeframe available to engage that can make engagement more difficult:
 - o Very hard to ensure engagement is representative with limited timeframe.
- There can be a lack of willingness to review a process – defend the approach rather than review it.
- In some instances, council and or executive direction on the method of engagement can limit a more optimal approach.



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- The disparate community we are engaged with – not a single homogenous, representative body – so different elements of the community are not heard unless a diversity of approaches are used.
- People get busy with their own work load and meeting the needs of the organisation.
- There can be some very difficult political issues on council:
 - o Residents can go directly to councillors which can then cut across the engagement process and reward people for working outside the system
 - o Councillors can become compromised and see that they need to support the complaint but only have a single perspective in the issue
 - o Councillors can get caught in the middle



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6 How Might the Quality of Engagement Be Improved?

6.1 Organisation's Relationship to Engagement

The following four approaches to engagement have been developed by Aha! Consulting based on the work embedding engagement in different sectors around Australia and internationally. The four approaches describe the overall relationship the organisation has with engagement. As mentioned, engagement is context specific and thus cannot be set to a prescribed level for all sectors or LGAs.

Each LGA needs to determine:

- their satisfaction with the current outcomes from engagement
- the context of their local community and
- the corresponding relationship with engagement it seeks to maintain

'We engage because we have to'

Responsive engagement is characterised by a response to something that has already happened. The organisation waits until they need to engage and responds primarily to mitigate risks and / or defend a decision.

'We engage because we are told to'

Baseline engagement is characterised by doing the minimum level of engagement to meet compliance requirements (e.g. accreditation, statutory or regulatory). At its most basic level, achieving compliance is a greater focus than the quality of engagement.

'We engage because we want to'

Proactive engagement is undertaken early in any project or discussion cycle, because the value and benefit of engagement is known and able to be realised.

'We engage because it is how we do business'

Leading engagement is about an organisation that is leading their sector in engagement practice. Their focus is not just on getting the job done, but in continually improving how engagement occurs.



Based on a qualitative review of the examples of engagement provided, the systems currently in place and the sentiment of

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those interviewed, it is suggested that the City's relationship with engagement is bridging between responsive and proactive.

The responsive approach still places engagement as a necessary evil and something that is seen as somewhat of an impost on the organisation.

The proactive approach represents an organisation that begins to look at how consideration of engagement is embedded into the organisation and integrated into project planning and decision making.

One recommendation in this report is for **the City to determine, where on this dial it would prefer itself to be placed.** The answer to this question will then determine which of the following five developmental areas to best target.

- Vision & Quality
- Leadership & Commitment
- Awareness & Capability
- Governance & Delivery
- Evaluation & Improvement

Typical benefits from progressing further along the dial include;

- **Increased trust with the community**
 - In some instances, LGAS's have found communities have referred matters back to the council for decision making, because the community felt the LGA had the community's best interest at heart.
- **Improved decision making**
 - Researchers such as Lyn Carson and Tom Beirle have shown that the higher the quality of the engagement practice the higher the quality of the final decision
- **Improved civic participation**
 - LGA's that have used more deliberative models of engagement (collaborate/empower on the IAP2 spectrum) have found that the participants of these processes become more activity involved in the community after their involvement.



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6.2 Recommendations

Recommendation 1: Use the four approaches to engagement outlined to determine where on the dial the council would seek to pitch its engagement practice

Defining the desired outcomes of engagement and the overall approach to engagement will support the further refinement and development of practice and the systems that support this practice.

Recommendation 2: Review the City's Engagement Policy to align with IAP2 quality assurance framework and spectrum

The OECD model is a strong starting point for introducing the community and the organisation to engagement. Over time, organisation progress their engagement practice and typically find that the IAP2 suite of tools offered a more comprehensive approach to engagement planning and delivery than the OECD model. The current engagement policy and framework excludes 'Empower' as a possible level of influence. Whilst empower is not a 'better' form of engagement than the other level of influence in the IAP2 spectrum, organisations are recommended to utilise the IAP2 model as it ensures there is a full conversation on all the options for influence.

See City of Kwinana, Town of Victoria Park, City of Fremantle for examples

Recommendation 3: Define and evaluate quality engagement to enable clearer expectations on processes used and outcomes achieved

Developing a set of indicators for these principles enables the consistent evaluation of projects allowing for continuous improvement to become a normal part of operations.

Recommendation 4: Ensure context informs process selection

Public meetings and other traditional types of engagement may not be the most suitable method. Robust engagement planning helps to ensure the methods identified support the desired quality of the outcome. While council and executive may at times need to make decisions on the need to engage, it is important that the timeframe and methods be determined after being informed by detailed planning and specialist advice from communication and community engagement staff.

Recommendation 5: Developing engagement awareness and capability in the organisation

The more people within the organisation who are trained in various elements of engagement (design, methods, outage management, facilitation etc), the greater the chance of forming a consistent language and approach to engagement.

Recommendation 6: Align corporate goals to engagement outcomes and include engagement KPIs

Measurement drives behaviour. If one section of the organisation has a requirement to engage but their success is measured by other indicators (eg complete road project or park upgrade by a certain date), then engagement becomes a barrier for that section achieving its targets. Giving all sections of the organisation KPIs that relate to quality engagement will support the integration and upskilling of engagement practice.



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Recommendation 7: Identify resourcing requirements for engagement activities as part of project planning

When resourcing engagement is not considered in the overall project plan, engagement gets seen as a cost and impact on the quality and a delay to the overall project. Ironically, this reduces quality of the engagement used and can result in project delays.

Recommendation 8: Integrate engagement milestones into the project management checklists and framework

Rather than create engagement planning as a parallel process to project planning, embed key risk and context assessments into the current and proposed project management processes so that various 'stages/gates' require completion of these assessments.

Recommendation 9: Consider the role and timing that communications and engagement has within the organisational decisions about engagement

As seen in other LGAs it is not uncommon for communications and/or engagement professionals to have direct access to the CEO and/or a position in the executive team. This helps to ensure the in-the-minute decision making can be informed by this skill set. There may also be value in exploring the resourcing needs of some of the areas of the organisation that are responsible for a large volume of engagement activity, as they may benefit from a dedicated part-time resource.

Recommendation 10: Elected Members discuss and define the role of engagement in their decision making

Are elected members there to assert their personal views? Are they there to only represent the view they agree with? How do Elected Members know if their views are shaped by a loud minority group or the view of the broader community? Are they willing to make decisions that are in the community's best interest but may be seen as unpopular? Are elected members there to do the engagement or to deliberate on an issue based on the views gathered by council staff?

There are many questions that are important for each council to discuss when it comes to engagement. Giving Elected Members time to explore these questions supports the formation of a collective approach to problem solving and deciding when to engage and when enough engagement has occurred.

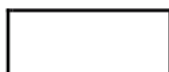
Recommendation 11: Include an experiential goal in all engagement plans

The practical goals of engagement (eg. input into a document or decision) can at times be achieved at the expense of the experience that those being engaged have. Overly tokenistic, rushed or using methodologies that do not fit the context means that organisations may achieve the practical goal at the expense of the relationship. It might deliver the goal for the project but makes the next project more difficult to engage people on.



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7 Conclusion

By design, a review of quality explores areas for improvement and development. As such it can be perceived or received as being negative in nature. The fact is that the City of Cockburn is making very positive inroads into the development of its engagement practice and should be commended for having taken these steps.

Yet as many of those interviews stated “there is always room for improvement”.

At its core, engagement is about the process of people coming together to make decisions to manage change. The development of engagement practice is itself a change process that requires the development of aligned objectives, clear expectations and achievable goals. Time, Cost and Quality are three interdependencies that need to be taken into consideration when developing these objectives.

As each council operates within its own context, defining what success looks like is ideally done collaboratively. The reliance on making systemic and procedural changes alone will not develop engagement practice, as change through compliance alone tends to bring limited longevity. This report highlights many conversations that can be progressed within Council, with staff and even the community. These are important in building alignment to a common goal and defining practices and processes that will achieve that goal.



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Author: Joel Levin

Appendix A – About Aha! Consulting

Based in Western Australia, Aha! Consulting has over thirteen years' experience in Strategy, Engagement, Facilitation and Evaluation. We are privileged to have clients from a diverse range of sectors, organisational sizes and service needs. We enjoy positive long-term relationships with clients, some of these relationships have extended into many years of ongoing collaboration.

Aha! Consulting is led by Joel Levin, International Association for Public Participation (IAP2) Ambassador, trainer and local coordinator. Our clients include Resources, Health, Indigenous, Human Services, Planning, CALD, Environment, Commerce, Sports and Recreation, Education, Local Government, Utilities, Waste Management, Arts, Aged Care, Health, Disabilities and Justice.

We offer:

- Design and delivery of internal and external engagement programs of all sizes
- Training and building engagement capability
- Survey design and analysis
- Evaluation of engagement program
- Developing engagement and evaluation frameworks

We work hard to maintain our track record and reputation for delivering high quality services right across Australia and more recently internationally with the United Nations. As a small consulting firm our systems are simple, efficient and focussed on clarity and quality of communication for both staff and clients.

We are small enough to be cost-effective and responsive yet have enough depth to manage contingencies and ensure there is continuity of service and a timely delivery of project outcomes.

Aha! Consulting has a pre-existing team of sub-contractors who know how to work together and have consistently delivered quality outcomes in a timely way.

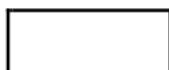
Some relevant project examples

Client/Project	Description
City of Albany (Vic)	Aha! Consulting is working with staff and councillors on the development of their community engagement practice
Town of Mosman Park (WA)	Aha! Consulting designed and led the community engagement programs that resulted in the development of the Mosman Bay Foreshore Management Plan
City of Melbourne (Vic)	Aha! Consulting has worked with the City to build the capacity and skills of staff and assist with the development of their community engagement evaluation model
VLGA (Vic)	Emotion and Outrage master class for elected members 2011, 2012 Community Engagement master class for elected members 2011, 2012
Town of Victoria Park (WA)	Design and facilitation of town centre consultation process to feed into the review of the strategic community plan
Town of Victoria Park (WA)	Design and facilitation of consultation focussed on the design and installation of a bike path through the town
Town of Claremont (WA)	Design and facilitation of review of the strategic community plan
City of Swan (WA)	Design and facilitation of community strategic planning project and supported with the development of their community engagement framework
City of Subiaco	Aha! Consulting designed and led the community engagement programs building the Lake Jualbup



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Client/Project	Description
(WA)	Accord. Aha! Consulting has also supported on the development of the City's community engagement framework development and delivered training to City staff
City of Fremantle (WA)	Aha! Consulting has supported on the development of the City's community engagement framework development and assisted with a number of consultation projects relating to South Beach (boat ramp and basketball court)
East Metropolitan Regional Council.	Aha! Consulting coordinated and facilitated the community task force for the Eastern Metropolitan Regional Council. This task force will be in operation for approximately 12 months, while it develops a community partnership agreement and provides input into the tender evaluation criteria that will be used to construct a refuse recycling facility for the EMRC.
South Beach City of Fremantle (WA)	Aha! Consulting has supported on the development of the City's community engagement framework development and assisted with a number of consultation projects relating to South Beach (Boat ramp and basketball court)
City of Bayswater (WA)	Aha! Consulting has worked with the City on the engagement with residents of Mertome village as part of a proposed redevelopment
Southern Metropolitan Regional Council.	Aha! Consulting established and facilitated the initial meetings for the Southern Metropolitan Regional Councils' Community Advisory Group. This group will provide input to the SMRC on their overall operations and the management of their refuse recycling facility.
Shire of Denmark (WA)	Aha! Consulting reviewed the shire's engagement framework, delivered training to council staff and provided and advised on the consultation strategy for the community pool project
Local Government Amalgamation Department for Local Government	Aha! Consulting delivered a series of regional consultation sessions for local government CEOs and councillors as part of the state government's voluntary amalgamation process. These sessions brought neighbouring councils together to provide an update on the process and explore various amalgamation options.



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Some projects outside Local Government

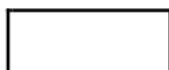
Client/Project	Description
Sustainable Development Goals United Nations (ESCAP)	Aha! Consulting is working with the United Nations on the development of their engagement practice and strategies to support the implementation of the sustainable development goals
Prelude Social impact monitoring Shell Australia	Aha! Consulting is leading the ongoing community engagement in Broome and Darwin for the Shell Prelude Project, monitoring any social impacts from their operations in these towns
Boral Orange Grove Boral	Aha! Consulting is leading the ongoing community engagement for quarry operations, including the temporary asphalt plant established for the Main Roads Gateway Project and the site infrastructure upgrade. This work has included conducting situation assessments, community consultation, managing the community reference group and site open days. There has also been media liaison and press coverage on the upgrade of the project
National Oral Health Plan Department of Health	Aha! Consulting designed and delivered the consultation and review of the National Oral Health Plan.
Water Forever + other projects Water Corporation	Aha! Consulting designed and facilitated the engagement sessions as part of the development of the South West Water forever plan. Aha! Consulting continues to support the corporation with in-house training and facilitation on various engagement initiatives.
Disability Services Commission	Aha! Consulting led the design and engagement of consumers, carers and service providers on a state-wide consultation to identify priority needs in the sector
Multicultural Voting WA Electoral commission	Aha! Consulting designed and facilitated the consultation process with the CALD community to identify ways to increase voter turnout within the CALD community
Gascoyne Food Bowl Initiative Gascoyne Development Commission	Part of the proposed 'Food Bowl Initiative' is a planned release of agricultural lands. Aha! Consulting designed and facilitated the local consultative committee's meeting into the scoping and consideration for this release.
Consortium and Provider Forums Partners in Recovery	Aha! Consulting has facilitated the workshops for the formation of the consortium, strategic planning and annual review of workshops for the Partners in Recovery program in the Fremantle Medicare Local region and supported them to transition to new funding arrangements with the cessation of funding to Medicare Locals via reviews and the facilitation of provider workshops to inform program evaluation



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Appendix B – Community Leader Feedback

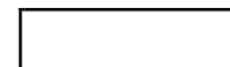
What role should the community have in the City's decision making?	Give an example of where the City has done engagement really well?	Give an example of where the City has struggled with engagement?	Any other comments?
Everyone should be able to put ideas forward and make comments about decisions for their area & larger CoC. Community groups should all work actively with Council.	Supporting us with fighting to stop Roe 8. Council made the decision to engage with other councils eg Fremantle, put up anti Roe 8 signage, support local groups with funding, speaking out in the media, etc. This came about after I was permitted to make a power point presentation to Council showing our combined community group's concerns and a request for CoC action to assist us. They engaged with our groups on a regular basis over almost 2 years and provided the venue for combined meetings and supported our Bibra Lake protest rally	We have not had such problems, as we have councillors in our ward who regularly attend our meetings	It is very important to have good contact with local councillors and they should be encouraged to attend the different residents meetings within their wards. This provides two way contact and information - the groups find out what is happening with council and the councillor finds out what is important for local residents. This is not a part of the Local Government Act - but should be, so that it becomes a compulsory activity for councillors. We have also found that it also helps groups to invite CoC staff involved with local projects to their meetings so that members, residents can find out first-hand what is happening in their area. Our BLRA has had a wonderful response to all our invitations over the past 3 years, and I think we are very well informed. It also brings more people to our meetings when we promote these sessions/meetings through emails and social media.
	With your local initiatives	Public transport and building more roads and bridges for road traffic. What's the vision? Every year public transport is raised by the community as the main issue and yet what happens. BTW engagement is nothing without enablement.	The staff who work with the community through the CCDGs etc are your main assets who could enable people to engage better. More people based locally on the front line like Simone Sieber for instance who is excellent - responsive and well informed
A very active one, especially issues that are concern to residents	Workshops which are run for community groups are excellent. The anti Roe 8 campaign was consistent and well run	Subdivision - whilst there were community discussions from a personal point of view – not the CCA. The City of Cockburn have underestimated how much infill has taken place. Infrastructure such as additional traffic is a problem and the disappearance of old trees in our suburb.	I think the City of Cockburn tries really hard to engage with its community and the Community Engagement officers are absolutely terrific. The Mayor and his wife Pat work tirelessly to be part of so many events that take place. Cr. Phillip Eva attends many community events as well.



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What role should the community have in the City's decision making?	Give an example of where the City has done engagement really well?	Give an example of where the City has struggled with engagement?	Any other comments?
Support the residents groups and attend their meetings and events to get to know the concerns in the wider community.	Financial support so the residents can operate without charging high yearly fees.	Constant staff changes makes it difficult to have issues looked into.	
consultative	In supporting community organisations and funding community building events.	Nothing that I can think of	
		Residents of Murdoch Chase were given the opportunity by Main Roads WA to view plans for the Murdoch Connection (major road works) in August 2017. Unbeknown to the Murdoch Chase community, it is understood the Resident's Association of an adjacent suburb approached the council for changes to the plans. The resulting changes severely impact the residents of Murdoch Chase, and this would have been obvious to the City of Cockburn. No stakeholder engagement was undertaken by the City of Cockburn with the primary local stakeholders, the residents of Murdoch Chase.	We do not have a resident's association. The City of Cockburn simply responded to the 'squeaky wheel' of a resident association and rewarded activism, without any consideration of, or consultation with, the most significantly affected ratepayers. In fact, we didn't even know these events were taking place until plans were approved by the Minister for Transport. The Chairperson of the Residents Association for the other suburb has stated "we are completely happy with how it worked out." When a whole estate has been totally omitted from the process, community engagement has not been undertaken. The significance of this failure to engage with ratepayers cannot be underestimated, it's already seriously impacting people's lives.
	Brushfoot Bld issues	Currently Australia Day seems to be getting a guernsey	Communications is an area we all claim to want or currently do. We do not do it well. It must be recognised that communications is a two-way street and goes both ways, but is also internal and community wide
Give feedback, be the link between the city and their residents keep city and residents informed	During the amalgamation of councils kept information coming which kept community groups behind city causing rethink by state government. Armadale Road and bridge construction ARC	Lyon Road shopping precinct, having a problem getting everyone on the same page but slowly getting it to a workable conclusion	The City of Cockburn is at the forefront of community consultation and giving residents a say in the city's future plans



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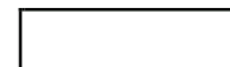
What role should the community have in the City's decision making?	Give an example of where the City has done engagement really well?	Give an example of where the City has struggled with engagement?	Any other comments?
In relation to matters that affect ratepayers directly such as roads, land use and land description changes....the affected land owners should have weight of opinion over the city's planners...the planners treat landowners with utter contempt	Cannot locate or describe one area that I or any of my fellow neighbours can endorse anything this city has done to improve our community	Road changes and rezoning of land that was rural but due to time, population growth has lost rural status...the council officers in the planning area are deceitful, liars and refuse to liaise with landowners...they act as though they are landlords and treat residents like pieces of trash who seek a different option than rural when traffic numbers of 25,000 trucks and cars pass their driveways every day, from 200 to 250 vehicles 10 years ago....no engagement with us...just belligerent ...change of staff needed	It appears that the CEO Cain treats the council, staff and councillors as minions to be used by him for his own purposes, in some cases he is very imposing...the councillors should be paid an allowance/stipend to ensure their attendance, time and efforts can be properly directed to absorb, consider and give decisions to matters they must vote on for all ratepayers in Cockburn....The Council should ensure no elected members have strong political affiliations as it is obvious that the wrong decisions can be made based on politics ,not reality...this currently occurs!! If a larger amount of remuneration is paid to elected members, and performance based, and this applies to the CEO as well, the council might have better decision making, not on political lines but ratepayer needs...An external group should, either on an annual or two yearly basis , do a performance based review on all executive staff within Cockburn with the ability to recommend changes to personnel who fail to perform their duties in a professional, ethical manner and in dealing with the constituents of Cockburn
At least 50%	At election time. And their "Snap, send & Solve" app to assist the community with rectifying issues.	With the Australia Day celebrations and the date change. The community was not consulted.	Our community group has struggled with suggestions of change or revamp with issues in our area. Whilst we have much crime in our area, we have offered suggestions for change to prevent crime, and they have been ignored. Some garden areas in Atwell are very tired and need a re-vamp and the city will not look to change it or offer advice on another way we could go about change.
Traffic management - should be dealt with better when building suburbs. They never consult those living in the area prior to the changes consult us can we see problems.	When the Govt decided to carve up the councils, Cockburn engaged the community. This gave everyone opportunities to have a voice.	The petrol station on the Corner of Berrigan and North Lake Road - who gave them permission to build a petrol station there it has been nothing except problems. Traffic congestions and accidents which only hinders on more congestion.	I am in South Lake and with the expansion of City of Cockburn road conditions, speed, traffic has been nothing but just congested. I have lived in Cockburn over 30 years and can see the massive change. I would like to see a safe environment.



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What role should the community have in the City's decision making?	Give an example of where the City has done engagement really well?	Give an example of where the City has struggled with engagement?	Any other comments?
<p>The "community" elects councillors to represent them but less than 25% of electors bother to vote. The community then expects councillors to make decisions on their behalf but then complain when councillors do not meet their expectations. Because councillors are elected from a narrow section of the community, they can be captive to those narrow sections at the expense of the great majority – observing Australia Day is a current example. Because, practically, the councillors are not truly representative, the "community's" voice needs to be heeded better by Council, being led by the unelected.</p>	<p>Cockburn has struggled to engage well at all with Banjup, Jandakot, and Treeby rural residents. People choose to live in these areas because they want peace and quiet. We just want to be left alone. Whenever Cockburn engages with us it is always a confrontation. It always seems to be take it or leave it.</p> <p>The only engagement that worked well was when we were consulted as partners with an informed view. In 2015, Cr Portelli arranged for us to be consulted fully in the preparation of Cockburn's bush fire management plan. We sat down with the officers doing the work and had several constructive discussions. We made written contributions (outside the formal submissions process, thankfully) that were well received and acted upon for the most part. Until then our observations had been largely dismissed out of hand (we know best – we've been doing it for years) by officers with no direct experience of managing rural properties and so with no skin in the game.</p>	<p>In June 2015 our group determined that Cockburn's assertions in its rate setting for 2015/16 were in error. Eventually, in August 2015, 10 weeks after raising the matter and after an audit of the calculations by Deloitte, we were proved right. The councillors applauded us but the CEO and directors have sulked ever since.</p> <p>In July 2017, Council commissioned a "Vision" of the future of the rural lands in Jandakot and Treeby. It was to be a guide for Council and residents of what the future land uses might be. It was not to be a statutory document – just an overview of the possible, informed by what those living there wanted for their future.</p> <p>Cockburn set up an on-line survey asking what respondents thought about the current legislation that affects Jandakot and Treeby. There was no control on who could complete the survey; anyone from Jandakot to Fremantle to Nannup to Melbourne could have their say.</p> <p>The survey did not ask any questions about what people wanted. We queried this but were assured that all comments would be welcomed. Throughout the Visioning process we kept in touch with officers and councillors to let them know what we were doing. Our group prepared a Vision document that had several iterations around the membership before it was finally agreed. We asked our members to complete the survey questions according to a common template and to refer</p>	<p>Cockburn "engages" according to the text book but does not listen.</p> <p>Too often, officers rubbish the community voice because it makes their lives easier and suits their own agendas better. Councillors, who have 500 to 1,000 pages of agenda papers to read in a few days each month, often welcome the direction given by officers because it makes their lives easier. Councillors from outside a ward seldom interest themselves in that ward's concerns and so serious issues seldom get a good hearing or informed debate. Given these observations, there is a clear need for the community to have some say in the decision making at Cockburn. How that might be achieved is problematic. It would help if the officers were more receptive to rational ideas from the community and presented them in a clear, articulate, and balanced way to councillors. It would be refreshing to see in an officer's report "On the one hand this, on the other hand that. Both are possible but you, councillors, make up your own minds." Then we might have a chance of not.</p>



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		to the agreed Vision for further explanation and for the desired way forward. Over 70 respondents directly referenced our vision report. The City dismissed all 70 of our members' submissions as a "form response" and focused only on the 7 respondents who did not agree with the majority Vision. How's that for "community engagement"? Any wonder why we are angry with Cockburn?	

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<p>The City should seek the views of the local community on any local plans, and the wider community on any significant general issues. The City however needs not only to consult, but to actually LISTEN to residents and take on board suggestions</p>	<p>As part of the Treeby District Structure plan they asked residents of Skotsch Road if they wanted to remain as rural/Resource zone or be considered for urban investigation and potential residential development. Based on residents' feedback they are now trying to get WA Planning to change the zoning.</p>	<p>The Jandakot Vision Survey Question 8 asked if people considered the current (rural/resource zone) land uses to be appropriate. 90% responded NO. The Officers' report stated that there was no consensus position for any change to the Resource zone in the area. Unbelievable and obviously wrong. I raised this as a public question at 12th Oct 2017 OCM (see Minutes). The response from the Director of Planning was totally inadequate. Without telling anyone, they then changed their report for the next OCM to read that "there was no unanimous support for land use change to occur". Whilst technically a correct statement (since 8 respondents did not want change) this is highly misleading and totally misrepresents the public opinion (since 89 respondents did want a change). This action however clearly demonstrates that this was no error but a deliberate and intentional act by the Officers to mislead the Elected Members and the public community. The Banjup Residents Group have other examples of bias in the Officers report on this survey which have also been raised and similarly ignored (please contact them for this information). Despite the Council rejecting this report, the Officers still deny there is anything wrong with it and continue to selectively use sections of their report for other projects. 2. Jandakot Road. At a public meeting there was a unanimous view from residents that any upgrade work on Jandakot Road should be delayed until work on the main roads (Armadale Road, North Lake Road bridge, Freeway north widening) was</p>	<p>I believe the Officers of the City of have made absolute mockery of your consultation process. Much of the City's work and planning is done from maps, documents, plans, etc, and we know from experience that Officers writing reports have often not even visited the location. The community can provide valuable, real, on-the-ground experience and advice. However, it seems that Cockburn Officers, including Directors, treat the community's views with disdain if they do not fit with their pre-determined outcomes. I now have absolutely no confidence in the integrity of your so-called 'consultation'</p>



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		completed. This was for 2 reasons (a) to avoid the massive congestion that will result from works on both routes at the same time, and (b) once the main roads are improved the number of vehicles taking short-cuts along Jandakot Road should reduce considerably and an upgrade may no longer be needed. These conclusions were based on the residents past experience with increasing rat run traffic due to congestion and road works on Kwinana Freeway southbound. This unanimous view was noted in the Officers report but dismissed in a single line as not being considered viable (OCM 9/11/2017). There was no evaluation done, no consideration of alternatives or options, in fact not even any discussion. Still on your Comment on Cockburn site under Roadworks it states that the City is working with the community to determine the need to upgrade Jandakot Road. This is again not the case as the Officers only seem to want to ignore and dismiss valuable input based on actual observations provided by the community.	



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Appendix C – Possible Model for Evaluating Engagement

Aha! Consulting has developed Engagement Evaluation tools for multiple local, state and federal government bodies in Western Australia and in the eastern states. As an overarching guide and based on the consultant's experience, the following 'design criteria' are considered essential:

- The ability for the 'tool' to be used across a range of processes
- Providing executives with high level 'dials' to track the overall quality of engagement activity
- Providing project teams with the guidance and support to succeed rather than a tool that tells them if they have passed or failed
- Enabling assessment to be completed in a consistent manner
- The ability to link tools back to IAP2 core values /Quality assurance standards

It is also important to note that the evaluation focus is the engagement process and not the overall project. There are many ancillary factors not related to the engagement process that can impact project success. Also that there are some 'outcomes' from engagement that can be difficult to measure (eg. licence to operate).

How the tool is set up

The principles developed in the organisations engagement framework become the dimensions that are assessed in the evaluation.

A series of indicators would be developed for each dimension and each indicator would then be described in an evidence guide.

The evidence guide described the evidence require to score on each indicator.



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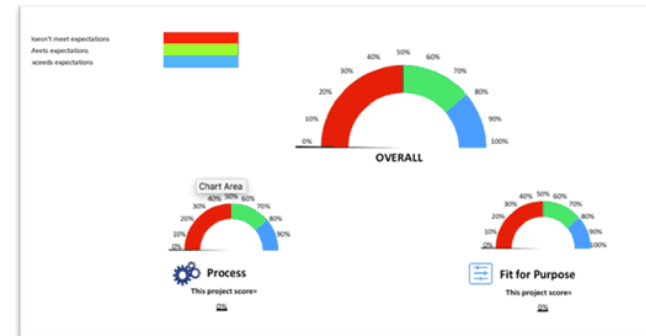
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Dashboard Report

The dashboard report gives the organisation an overall project score and a score for each dimension.

The colour coding showing what the organisation defines as the minimum requirement (green zone) and what the organisation considers below standards (red zone) and leading practice (blue zone)



Detailed Reporting

The detailed reporting shows the score of each indicator and how they have contributed to the overall dimension score.

This allows project to identify the specific areas for future development and/or improvement.



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Appendix D – Comparison Table with other LGA's

Local Govt	Population	Fulltime CE staff	Dept, branch	CE policy	CE policy based on IAP2
Belmont	41,000	The City doesn't employ dedicated community engagement staff, the marketing and communications staff take on a consultative role.	Marketing and Communications	Yes, under review	Not yet. New policy will be
Bayswater	70,000	<ul style="list-style-type: none"> Coordinator (0.6) Officer (0.6) Provide an advisory and support role to staff across the organisation	Community Engagement (about to merge with Comms)	Yes	Yes
Cockburn	112,000	<ul style="list-style-type: none"> Officer (created July 2016) Reports to Community Development Coordinator Offers an advisory service to the organisation Engagement activities undertaken by staff in the business units. 90 staff trained in Taste of Engagement	Community development	Yes Due for review	No OECD
Kwinana	40,000	<ul style="list-style-type: none"> Officer part-time (under review) 	City Engagement	Yes	Yes
Fremantle	30,000	<ul style="list-style-type: none"> Community Engagement Coordinator Community Engagement officer (part-time) 	Strategic Planning	Yes, under review	Yes
Melville	102,393	<ul style="list-style-type: none"> Stakeholder Engagement Coordinator Community Engagement Officer (Digital) 	Community Development	Yes	Yes
Gosnells	125,000	No staff specifically for community engagement. Shared among staff in community planning, Comms and marketing team and customer services	Community Engagement (includes youth, seniors, community development, Comms and Marketing)	Yes	No



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Author: Joel Levin

Local Govt	Population	Fulltime CE staff	Dept, branch	CE policy	CE policy based on IAP2
Joondalup	160,995	<ul style="list-style-type: none"> Community Engagement Coordinator Community Engagement Officer (Both staff work full-time, but have more responsibilities other than Community Engagement) <p>We offer specialised services to business units to plan, develop, deliver and analyse of engagement projects and ensure there is a consistent approach applied across the organisation.'</p> <p>40 staff are trained in IAP2 best practice principles, with about 20 of these staff having specific training in planning for engagement.</p>	<p>Strategic and Organisational Development</p> <ul style="list-style-type: none"> Strategic Community Reference Group – Participation mechanism for the external provision of advice to Council on matters of significant interest and strategic initiatives. The group consists of appointed community representatives from each Ward, Elected Members and seconded experts used on an as-needs basis. Meets 2-3 times a year. Community Engagement Network – Online opt-in service where members are notified electronically of engagement projects. With over 2000 members, the CEN inform its members of the City's community engagement projects, promotes our current practices within our community, and seeks feedback from current members to tailoring our distribution methods and content. 	<p>Yes</p> <p>Outlines a number of principles and encourages community participation in decision making. Community Engagement Protocol – Recently reviewed our Protocol to build simplicity and flexibility by focusing on generic phases of developing and delivery of an engagement process, rather than outlining the specific decisions</p> <p>Community Engagement Guidelines – Our one-stop shop reference document that outlines each particular stage of the process,</p>	Yes



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Item 12.1 Attachment 4

DAPPS 28/02/2019

Project: Engagement Review
Client: City of Cockburn
Meeting Date: 15.03.18
Author: Joel Levin

Local Govt	Population	Fulltime CE staff	Dept, branch	CE policy	CE policy based on IAP2
				different technique descriptions and when and how to use them in specific detail	
Kalamunda	64,000	<ul style="list-style-type: none"> Community Engagement specialist (created 2017) <p>Communications Advisor and Manager of Customer and PR are also trained to undertake community engagement</p>	Customer and Public Relations Business Unit (Communications, Community Engagement, Events, Functions and Customer Service)	Yes	Yes
Nedlands	21,121	<ul style="list-style-type: none"> Community Engagement Coordinator 	CEO office	Yes	Yes
Perth	24,000	<ul style="list-style-type: none"> Community Engagement Officer 	Corporate Communications Unit, reporting into the CEO's office	No. Drafted a Stakeholder Engagement Framework for endorsement	Yes
South Perth	44,000	<ul style="list-style-type: none"> Manager Stakeholder Relations Coordinator – 4 days per week Officer – 3 days per week 	Corporate Services	Yes	Yes
Stirling	228,000	<ul style="list-style-type: none"> Officer (created 4 months ago) <p>Engagement activities undertaken by staff in the business units.</p>	Customer and Communications, Community Services	Under way	Yes and Account Ability AA1000


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Item 12.1 Attachment 4

Project: Engagement Review
Client: City of Cockburn

Meeting Date: 15.03.18
Author: Joel Levin

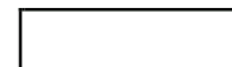
Local Govt	Population	Fulltime CE staff	Dept, branch	CE policy	CE policy based on IAP2
Subiaco	17,066	<ul style="list-style-type: none"> • Advisor, three days a week 	Reports to Coordinator Communications, who reports directly to the CEO.	Yes. At induction, all new staff get information and undertake an online module about the city's community engagement policy and strong ethos of community consultation and engagement.	Yes
Swan	150,172	<ul style="list-style-type: none"> • Coordinator Stakeholder Relations <p>Each business unit undertakes their own delivery of Community engagement with the promotional support of Marketing. Coordinator Stakeholder Relations assists in planning and strategies for delivery.</p>	Stakeholder Relations	Stakeholder Engagement Management policy	yes
Victoria Park	37,000	<ul style="list-style-type: none"> • Community Engagement Advisor (since July 2017) • Over 40 people trained in various aspects of the IAP2 certificate. At least 20 trained in the full certificate 	Stakeholder Relations	Yes	Yes



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Item 12.1 Attachment 4

DAPPS 28/02/2019

Project: Engagement Review
Client: City of Cockburn

Meeting Date: 15.03.18
Author: Joel Levin

Local Govt	Population	Fulltime CE staff	Dept, branch	CE policy	CE policy based on IAP2
Wanneroo	200,000	<ul style="list-style-type: none"> Coordinator Managers are accountable for the process across their respective areas	Community and Place (includes COMms)	Yes	Yes. The City's CE Framework follows IAP2 methodology. The process is in the very early stages of implementation – with the majority of engagements still at the lower level of the IAP2 Engagement Framework.
Augusta Margaret River	14,700	<ul style="list-style-type: none"> Officer (0.5) 	Community Planning and Development	Yes	Yes
Brookton	935	<ul style="list-style-type: none"> Officer (part-time). 		No	No
Greater Geraldton	40,000	<ul style="list-style-type: none"> Officer 	Corporate Communications	Yes	No. We are rewriting it to align to best practice
Toodyay	4686	<ul style="list-style-type: none"> Manager Community Development 	Community Development	looking to write one on 2018	Yes it will be



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Item 12.1 Attachment 4

Project: Engagement Review
Client: City of Cockburn

Meeting Date: 15.03.18
Author: Joel Levin

Appendix E – City of Cockburn Engagement Specialist

The City's first fulltime Community Engagement Officer Deanie Carbon was appointed in July 2016, sitting within the Community Development team. Deanie is the WA Convenor of IAP2 (the professional network of community engagement practitioners), has worked in local government for more than 20 years, and won an international runner-up award from IAP2 in London for embedding community engagement while working at Logan City Council in Queensland.

-END-



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IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Item 12.2

DAPPS 28/02/2019

12.2 (2019/MINUTE NO 0013) INCOMING SPONSORSHIP POLICY**Author(s)** S Seymour-Eyles**Attachments** 1. Policy - Proposed Incoming Sponsorship [↓](#)
2. Position Statement - PSCS17-Incoming Sponsorship Policy (to be deleted) [↓](#)**RECOMMENDATION**

That Council:

- (1) adopt proposed "Incoming Sponsorship Policy", as attached to the Agenda, and
- (2) delete current Position Statement PSCS17 – "Incoming Sponsorship" as attached to the agenda

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0**Background**

Council is undertaking a policies review project for the organisation. The proposed policy was submitted to the November DAPPS meeting and deferred for further consultation with Elected Members. Consultation has been undertaken and the Policy is now ready for consideration by the Committee.

Submission

N/A

Report

In the main only minor cosmetic changes have been made to the proposed policy.

Under point (2) point 4

Inappropriate sponsors must not be engaged in order to protect the City of Cockburn and its community from controversy and criticism. Sponsors regarded as inappropriate include:



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4. Any company that does not reflect the City of Cockburn's values and culture and does not meet community standards relating to social standards or expectations.

The words 'or brings the reputation of the City in to disrepute in any way' has been added to the end of point 4.

Any company that does not reflect the City of Cockburn's values and culture does not meet community standards relating to social standards or expectations, or brings the reputation of the City in to disrepute in any way.

This broadens the scope for excluding inappropriate sponsors.

Further to Elected Member consultation, the words 'except for Lottery West' have been added to the sentence in the policy that precludes seeking sponsorship from any company linked to gambling. This is so as not to exclude Lottery West who are important sponsors of City projects. While the issue of gambling addiction is acknowledged, the important difference between "mainstream" gambling and Lottery West is that money from the purchase of lottery tickets is its main income stream and is converted to Grants for funding worthy social causes in Western Australia.

Further input from Elected Members included a request to reconsider accepting sponsorship from any company linked to the manufacture, marketing or distribution of alcohol.

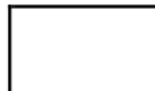
The purpose of excluding alcohol sponsorship is to not conflict with the City's Public Health Plan, which contains a number of references to programs that the City is, or will be, involved in which relate to alcohol consumption within the community and the promotion of healthier lifestyles.

Additionally, accepting sponsorship from companies aligned with alcohol may compromise the City's ability to receive sponsorship from Health Way and LotteryWest who have merged and are transitioning to a new framework. This framework includes five new priority areas, the first of which is 'Active Healthy People'.

It should be noted that the City's adopted Community Events do not particularly lend themselves to alcohol sponsorship. The majority of events hosted or conducted by the City that serve alcohol are small scale invitation only or ticketed events whereby there would be very little opportunity to promote the sponsor or product. Accordingly, these events would be unlikely to attract interest from potential providers.

The Seniors Soirees (dinner dances held three times a year for Cockburn Seniors) were suggested as possible specific events that could benefit from sponsorship but these are not promoted in a

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Item 12.2

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“commercial” context and are held at the Cockburn Bowling Club and the Dalmatinac Club, which are facilities already supported by their own sponsorship arrangements.

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

Elected Members were consulted via email.

Risk Management Implications

There is a ‘Moderate’ negative risk to the City’s ‘Brand/Reputation’ associated with this item.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 12.2 Attachment 1

DAPPS 28/02/2019

Title	Incoming Sponsorships
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The City conducts an extensive annual events program. The City may seek external sponsorship to help off-set the cost of these community events. While the City allocates funds from the Municipal Budget to conduct the events program, this policy applies to all City of Cockburn business units and external service areas. The policy applies to cash and in-kind sponsorship. It excludes giveaways such as pens, which are provided under approved co-funded or partnership activities.

The purpose of developing an Incoming Sponsorships policy is to:

1. Outline the objectives for seeking and accepting sponsorship.
2. Define the processes for approaching, negotiating and entering in to sponsorship agreements.
3. Maintain some consistency across sponsorships undertaken by different business units.
4. Clarify the accountability and responsibility pertaining to each sponsorship agreement.
5. Protect the City's brand and reputation through choice of sponsor, transparency, and fulfillment of the sponsorship.

Policy Statement

The objective of procuring sponsorships for the City is to acquire funds or materials required outside of core operational budgets to enable the development of additional functions and enhancement of existing services and activities, which will benefit the Cockburn community.

Sponsorship agreements shall not impose or imply conditions which would limit, or appear to limit, the ability of the City of Cockburn to carry out its functions or restrict the City's ability to ensure that services, events and programs are accessible to all.

The City must consider when seeking sponsorship from any organization, whether it is competing for funds with not-for-profit groups or charities. If it does, the officer requesting sponsorship must justify why it should, how it will benefit the community and why funds are not otherwise available. This does not apply when the sponsorship is sought for a benevolent purpose.

- (1) Officers must discuss potential sponsorships with the Marketing and Communications Coordinator or Manager, Corporate Communications prior to approaching a potential sponsor. This is to:

1. Ensure consistency with the Policy and procedures.

[1]



DAPPS 28/02/2019

Item 12.2 Attachment 1

Title	Incoming Sponsorships
Policy Number (Governance Purpose)	



2. Ensure the suitability of the proposed sponsor (see 'Inappropriate Sponsors' below).
 3. Avoid multiple approaches by various City business units to one organization
 4. Enable appropriate acknowledgement of sponsors by the Elected Members and in Council marketing activities.
 5. Ensure alignment with the City of Cockburn's values.
 6. Establish clearly defined objectives to enable the City to evaluate the outcome and results.
 7. Check that the sponsor is not in any dispute with the City (e.g. legislative)
- (2) Inappropriate sponsors, as mentioned below, must not be engaged in order to protect the City of Cockburn and its community from unnecessary controversy and criticism. Sponsors regarded as inappropriate include:
1. Any company linked to gambling (except for Lottery West) or engaged in the manufacture, marketing or distribution of cigarettes, tobacco related products or alcohol.
 2. Those of a distinct political nature (organization or individual).
 3. Any company which contravenes, or is not aligned with, the City of Cockburn's policies or activities.
 4. Any company that does not reflect the City of Cockburn's values and does not meet community standards relating to-reasonable expectations, or could bring the reputation of the City into disrepute in any way.
 5. Any company whose products are in conflict with the aims or objectives of the City of Cockburn.
 6. Any company where residents could perceive a conflict of interest. Sponsorship from lobby groups will be at the sole discretion of Council.
- (3) The following points must be adhered to when considering or accepting sponsorship:
1. Funds must be used to enhance the event, service or project they were secured for.
 2. The officer securing sponsorship must ensure that the cost in time or resource to secure and administer a sponsorship must be no more than the sponsorship amount secured.
 3. Each sponsorship must be supported by a written agreement outlining the benefits and obligations pertaining to both parties, signed by authorized

[2]

Item 12.2 Attachment 1

DAPPS 28/02/2019

Title	Incoming Sponsorships
Policy Number (Governance Purpose)	



representatives of the City of Cockburn. For in-kind donations with a value of less than \$250, an email confirmation will suffice.

4. The duration of sponsorship agreements shall be fixed and not usually exceed one year unless approved by the Manager, Corporate Communications.
5. The City will provide a level of recognition to a sponsor, which fairly reflects the contribution and optimizes the benefit derived from the association with the City.
6. The provision of free space at shopping centers does not require an agreement.
7. Officers securing sponsorship must update the incoming sponsorship register for the organization, detailing the sponsor name, event/function supported, date, officer responsible, the benefits secured (e.g. money, products supplies), confirmation that the sponsor has been contacted after the event, the outcome and benefits of the sponsorship provided to demonstrate that the City has fulfilled its obligations, if necessary. The officer responsible for securing the sponsorship is responsible for updating this register (Doc Set ID Incoming Sponsorship Register). There is no need to add State or Federal Government funding which is recorded elsewhere.
8. Officers involved with securing sponsorship must declare an interest if they, or a member of their family, has a personal, or other, association with the sponsor.

Strategic Link:	Communications Strategy & Action Plan
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]



POS	SPONSORSHIP – INCOMING FUNDS	PSCS17
-----	------------------------------	--------

POSITION STATEMENT CODE:	PSCS17
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Corporate Communications
SERVICE UNIT:	Event & Culture
RESPONSIBLE OFFICER:	Manager, Corporate Communications
FILE NO.:	182/002
DATE FIRST ADOPTED:	13 October 2011
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 September 2011 26 July 2012 28 August 2014 25 August 2016
OCM:	13 October 2011 9 August 2013 11 September 2014

BACKGROUND:

The City conducts an extensive annual events programme which includes the Summer of Fun activities. The City may seek external sponsorship to help off-set the cost of running these community events. While the City allocates funds from the Municipal Budget to conduct the events program, this policy applies to all City of Cockburn business units and external centres. The policy applies to cash and in-kind sponsorship. It excludes giveaways such as pens, which are provided under approved co-funded or partnership activities.

PURPOSE:

The purpose of developing an Incoming Funds Sponsorship policy is to:

1. Outline the objectives for seeking and accepting sponsorship
2. Define the processes for approaching, negotiating and entering in to sponsorship agreements.
3. Maintain some consistency across sponsorships undertaken by different business units.
4. Clarify the accountability and responsibility pertaining to each sponsorship agreement.

[1]

Item 12.2 Attachment 2

DAPPS 28/02/2019

POS	SPONSORSHIP – INCOMING FUNDS	PSCS17
-----	------------------------------	--------

5. Protect the City's brand and reputation through choice of sponsor, transparency, fulfillment of the sponsorship.

Objective

The objective of procuring sponsorships for the City is to acquire funds or materials required outside of core operational budgets to enable the development of additional functions and enhancement of existing services and activities, which will benefit the Cockburn community.

Definitions

Sponsorship is a mutually beneficial business arrangement which involves the purchase of the right to associate the sponsor's name, products or services with the sponsored organisation's services, products or activities in return for perceived tangible and or negotiated benefits.

Cash – whereby a sponsor provides cash in exchange for agreed benefits.

In-Kind – whereby a sponsor provides goods or services in exchange for agreed benefits. Sponsorship does not include grants or donations.

POSITION:

- (1) Sponsorship agreements shall not impose or imply conditions which would limit, or appear to limit, the ability of the City of Cockburn to carry out its functions or restrict the City's ability to ensure that services, events and programs are accessible to all.
- (2) The City must consider when seeking sponsorship from any organisation whether it is competing for funds with not-for-profit groups or charities. If it does, the officer requesting sponsorship must justify why a sponsorship should compete with not-for-profit groups, how it will benefit the community and why funds are not on budget. This does not apply when the sponsorship is sought for a benevolent purpose.
- (3) Officers must discuss potential sponsorships with the Marketing and Communications Co-ordinator or Manager, Corporate Communications prior to approaching a potential sponsor. This is to:
 1. Ensure consistency with the Position Statement and procedures.
 2. Ensure the suitability of the proposed sponsor (see (4) "Inappropriate Sponsors" below.)
 3. To avoid multiple approaches by various City business units to one organisation.

[2]



POS	SPONSORSHIP – INCOMING FUNDS	PSCS17
	<ol style="list-style-type: none"> 4. Enable appropriate acknowledgement of sponsors by the Elected Members and in Council marketing activities. 5. Ensure alignment with the City of Cockburn's values and culture. 6. Establish clearly defined objectives to enable the City to evaluate the outcome and results. 7. Check that the sponsor is not in any dispute with the City eg. planning, health. 	
(4)	<p>Inappropriate sponsors must not be engaged in order to protect the City of Cockburn and its community from controversy and criticism. Sponsors regarded as inappropriate include:</p> <ol style="list-style-type: none"> 1. Any company linked to gambling or engaged in the manufacture, marketing or distribution of cigarettes, tobacco related products or alcohol. 2. Political organisations or individuals. 3. Any company, which contravenes the City of Cockburn's policies or activities. 4. Any company that does not reflect the City of Cockburn's values and culture does not meet community standards relating to social standards or expectations. 5. Any company whose products are in conflict with the aims or objectives of the City of Cockburn. 6. Any company where residents could perceive a conflict of interest. Sponsorship from lobby groups to be at discretion of Council. 	
(5)	The officer securing sponsorship must ensure that the cost in time or resource to secure and administer a sponsorship must be no more than the sponsorship secured.	
(6)	Funds must be used to enhance the event, service or project they were secured for.	
(7)	Each sponsorship must be supported by a written agreement outlining the benefits and obligations pertaining to both parties, signed by authorised representatives of the City of Cockburn. For in kind donations with a value of less than \$250, an email confirmation will suffice.	
(8)	The duration of sponsorship agreements shall be fixed and not usually exceed one year unless approved by the Manager, Corporate Communications.	

[3]

POS	SPONSORSHIP – INCOMING FUNDS	PSCS17
-----	------------------------------	--------

- (9) The City will provide a level of recognition to a sponsor, which fairly reflects the contribution and optimises the benefit derived from the association with the City.
- (10) The provision of free space at shopping centres does not require an agreement.
- (11) Officers securing sponsorship must update the incoming sponsorship register for the organisation, detailing the sponsor name, event/function supported, date, officer responsible, the benefits secured, (money, savings etc) confirmation that the sponsor has been contacted after the event, the outcome and benefits of the sponsorship provided to demonstrate that the City has fulfilled its obligations. The officer responsible for securing the sponsorship is responsible for updating this register (Doc. Set ID 4726655). There is no need to add State or Federal Government funding. This is recorded elsewhere.
- (12) Officers involved with securing sponsorship must declare an interest if they, or a member of their family is associated with the sponsor.
- (13) Multiple items eg. Pens or mugs should not usually be accepted from suppliers. Where an officer believes that acceptance of such items is reasonable, they must seek advice from the Strategic Procurement Manager.

[4]



Item 12.3

DAPPS 28/02/2019

12.3 (2019/MINUTE NO 0014) SOCIAL MEDIA POLICY**Author(s)** S Seymour-Eyles**Attachments** 1. Policy - Social Media [↓](#)
2. Policy - SC53-Social Media (to be deleted) [↓](#)**RECOMMENDATION**

That Council:

- (1) adopt the proposed "Social Media" Policy; and
- (2) delete the current Policy SC53 "Social Media",
as attached to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0**Background**

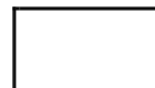
This policy has been re-written based on the WA Local Government Association (WALGA) template covering corporate use only. The policy is designed to provide a framework for the City to use social media for facilitating collaboration and sharing between Council members, ratepayers, residents and customers.

The requirements of this policy cover all uses of social networking applications for any City related purpose or matter, regardless of whether the applications are hosted corporately or not.

It was requested that this policy be deferred until February 2019, following an Elected Member policy workshop, to provide time to assess if there are any negative impacts or lessons learned from moving related guidance to the Elected Member Code of Conduct. To date there have been no apparent negative consequences.

Submission

N/A

Report

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Item 12.3

This policy has been re-written based on the WALGA template covering corporate use only and applies to any social media accounts, media sharing networks, blogging networks, micro-blogging networks and apps that the City uses, maintains or contributes to.

Elected Member use is to be included in the Elected Member Code of Conduct adopted and amended by Council from time to time

Staff use is to be included in an updated Employee Code of Conduct and presented to Council for adoption.

The policy explains how the City will moderate and manage its social media accounts. This includes actively seeking feedback but having the right to remove abusive, offensive, defamatory or otherwise unsavoury posts or to block contributors who interact inappropriately.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Poor governance around social media can result in potential legal action, particularly defamation, taken against the owner and/or administrator of social media sites

Community Consultation

It was requested that this policy be deferred until February 2019, following the Elected Member policies workshop, to provide time to assess if there are any negative impacts or lessons learned from moving related Elected Member guidance to the Elected Member Code of Conduct. To date there have been no apparent negative consequences.

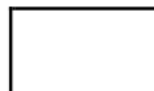
Risk Management Implications

Not having a social media policy may result in a lack of corporate guidance for staff which could result in poor decisions being made.

Advice to Proponent(s)/Submitters

N/A

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Item 12.3

DAPPS 28/02/2019

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 12.3 Attachment 1

DAPPS 28/02/2019

Title	Social Media
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The City of Cockburn uses Social Media to facilitate interactive information sharing and to provide responsive feedback to the community.

Policy Statement

(1) General Principles

1. This policy applies to any social media accounts, media sharing networks, blogging networks, micro-blogging networks and apps that the City uses, maintains or contributes to.
2. The City of Cockburn may post and contribute to social media hosted by other parties to ensure that the City's strategic objectives are appropriately represented and promoted.
3. The City of Cockburn actively seeks ideas, questions and feedback from the community, however, expects participants to behave in a respectful manner. The City will moderate its social media accounts to address and where necessary, within a reasonable timeframe, delete content which is deemed as:
 - (a) Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading
 - (b) Promotional, soliciting or commercial in nature
 - (c) Unlawful or incites others to break the law
 - (d) Information which may compromise individual or community safety or security
 - (e) Repetitive material copied and pasted or duplicated
 - (f) Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot
 - (g) Content that violates intellectual property rights or the legal ownership of interests or another party; and
 - (h) Any other inappropriate content or comments deemed inappropriate.

Where a third party contributor to a City of Cockburn social media account is identified as posting content which is deleted in accordance with the above, the City may at its complete discretion block that contributor for a specific period of time or permanently.

[1]



DAPPS 28/02/2019

Item 12.3 Attachment 1

Title	Social Media
Policy Number (Governance Purpose)	



(2) Use of Social Media in Emergency Management and Response

The City will use social media to communicate and update the community during an emergency incident. Where the City is not the lead agency this will be by sharing lead agency information without creating additional information.

(3) Employee and Elected Member use

1. Employee use of social media is specifically covered under the Employee Code of Conduct.
2. Elected Member use of social media is specifically covered under the Elected Member Code of Conduct.

(4) Official communication undertaken on behalf of the City on Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the City's Record Keeping Plan, Records Management.

Strategic Link:	Communications Strategy & Action Plan
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

POL	SOCIAL MEDIA	SC53
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POLICY CODE:	SC53
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Corporate Communications
SERVICE UNIT:	Marketing & Media
RESPONSIBLE OFFICER:	Manager, Corporate Communications
FILE NO.:	006/010; 182/001
DATE FIRST ADOPTED:	12 September 2013
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	28 August 2013	25 May 2016
	28 November 2013	24 August 2017
	27 February 2014	
OCM:	12 September 2013	13 March 2014
	12 December 2013	8 September 2016

BACKGROUND:

Social media allows users to connect with vast numbers of people via internet and mobile based channels. On a professional level organisations are able to engage with multiple stakeholders at great speed, while on a personal level users are able to interact and share opinions with each other. The use of social media by employees at home and at work can have the potential to expose employers to legal liabilities if the risks are not managed. Accordingly, large organisations require a policy to control and monitor the use of social media to mitigate any risk exposure, while providing an avenue to engage and interact with its community and stakeholders.

PURPOSE:

The purpose of this policy is to provide employees with guidance on the professional and personal use (at home and at work) of social media to protect:

- i. the employee and employer from the risks of using social media, and
- ii. the reputation and brand of the organisation.

There is a separate document of operational guidelines to guide staff in the day-to-day use of social media at work.

[1]



POL	SOCIAL MEDIA	SC53
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POLICY:

1. Introduction

The City supports authorised employees participating in social media online (professional use of social media) as a means to fulfil corporate objectives including to:

- 1.1 Engage and interact with stakeholders.
- 1.2 Promote Council events, services and jobs.
- 1.3 Answer customer requests.
- 1.4 Monitor what the community is saying.
- 1.5 Undertake stakeholder research/obtain feedback.

2. Professional use of social media

- 2.1 Only authorised employees may engage in social media on behalf of the City including announcements, responses and comment.
- 2.2 Employees must not disclose confidential or private information
- 2.3 Employees must communicate in a positive and professional manner regardless of the level of personal support for Council's decisions and activities.
- 2.4 Employees must not make statements on City social media which could be construed as being the policy of any political party, unless it is a formally adopted position of Council.
- 2.5 Employees may not engage in any social media activity that will be used for commercial purposes by themselves or another person unless approval is given by the CEO.

3. Personal use of social media

The City acknowledges that employees use social media in a personal capacity. Whilst this may be in the employee's own time, it may have implications on the employer.

- 3.1 Employees must ensure that their personal comments on any social media site do not compromise the capacity for them to perform their public role including action which may bring themselves or the City of Cockburn into disrepute.
- 3.2 Employees must not disclose Council confidential information
- 3.3 Employees who engage in work related discussion groups outside of work must make it clear that the views they express are personal, and not necessarily the views of the City.

[2]

POL	SOCIAL MEDIA	SC53
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3.4 Employees using social media in a personal capacity are not to make statements on social media that cause, or have significant potential to cause, embarrassment or distress to Elected Members or fellow employees of the City.

3.5 Personal use of social media during work hours is limited to recognised breaks.

4. Context

This policy must be read, interpreted and used in conjunction with the City of Cockburn's:

4.2 Staff Code of Conduct

4.3 Electronic Information Code of Conduct – Internet Access

4.4 Electronic Information Code of Conduct – Network and Email Access

4.5 Policy SCS1 'Media Activity'

4.6 Position Statement PSFCS1 'Equal Opportunity'

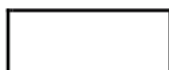
5. Monitoring

City of Cockburn computers and mobile phones allocated to employees may be monitored for compliance purposes, including when accessed away from work.

6. Compliance

Failure to comply with this policy may result in disciplinary action.

[3]



Item 12.4

DAPPS 28/02/2019

12.4 (2019/MINUTE NO 0015) CITY OF COCKBURN BRANDING & LOGOS POLICY**Author(s)** S Seymour-Eyles**Attachments** 1. Policy - City of Cockburn Branding & Logos [↓](#)
2. Policy - SC24-Community Use of City of Cockburn Corporate Logo (to be deleted) [↓](#)**RECOMMENDATION**

That Council:

- (1) adopt the proposed City of Cockburn Branding & Logos Policy; and
 - (2) delete Policy SC24 'Community Use of the Logo';
- as attached to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0**Background**

The City's Community Use of the Logo policy is proposed to be extended to prescribe broader uses of the City logo as well as the official City of Cockburn crest.

Submission

N/A

Report

The existing policy SC24 Community Use of the logo only provides for use of the logo by community groups. It does not provide guidance on the use of the crests or the logo (other than community group use). There are two identifiable images associated with the City of Cockburn, being the corporate style "Wetlands to Waves" logo and the traditional and original crest which is now mainly reflective of the Mayoral office.

Logos, a component of branding, are inextricably linked with reputation and trust. The City considers itself a progressive, digital, responsive



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Item 12.4

organisation. When the City measures itself against its Strategic Community Plan objectives, it is performing well and is also one of the highest performing Councils in the Perth Metropolitan area and the highest performing growth Council of those taking part in the Catalyse Community Scorecard survey. The brand in the community should represent the image of a high performing, modern Council. The brand most identified in the Cockburn community is the City of Cockburn Logo.

The use of a crest for ceremonial or Mayoral purposes retains the historical significance of the original image. The policy proposes the use of the Office of the Mayor's crest on Mayoral stationary, e-Signature, the Mayor's name badge, the Mayoral chain, Mayoral attire, on the City flag used for Civic Events, on decor in and around the Mayor's office and other items not listed but associated with Mayoral activities. It is also used in combination with the City's logo on invitations to civic events.

The crest is currently only used on the following:

- Minutes and agendas
- Invitations for civic events (in addition to the corporate logo as per the Corporate Style Guide)

It is therefore proposed that the plain crest be dropped from the agendas and minutes and that the City of Cockburn logo be used to better reflect a modern organisation, while the Office of the Mayor's crest is used in conjunction with the City of Cockburn logo on official invitations.

The City has a Corporate Style Guide and Corporate signage guide which provide the detail on how the logo and crest should be positioned.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

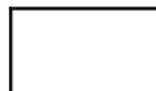
Budget/Financial Implications

N/A

Legal Implications

N/A

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Community Consultation

N/A

Risk Management Implications

Not adopting a branding policy can lead to improper use of branding, poor branding and an inconsistent unprofessional use.

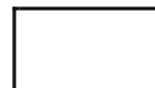
If this policy is not adopted officers will continue to refer to the existing corporate style guides, whereby the only difference will be that the Minutes and Agendas retain the crest, which is at odds with all other material; and that official invitations use the traditional crest as opposed to the Office of the Mayor's crest.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 12.4 Attachment 1

DAPPS 28/02/2019

Title	City of Cockburn Branding & Logos
Policy Number (Governance Purpose)	

**Policy Type**

Council policy

Policy Purpose

To protect and clarify the use of the City's corporate branding and logos and to control the use of the title 'City of Cockburn'.

Policy Statement

(1) Office of the Mayor Gold Crest

The Office of the Mayor Gold Crest (the crest) retains the historical and ceremonial significance of the City. The crest is used on all Mayoral stationary, e-Signature, the Mayor's name badge, the Mayoral chain, Mayoral attire, the City flag (used for Civic Events), decor in and around the Mayor's office and for other Mayoral related activities. It may also be used in combination with the City's logo on invitations to civic events. Otherwise the Crest is not to be used for any other purpose.

(2) City of Cockburn corporate logo

The logo represents the City of Cockburn and must be used on all online and hard copy internal and external communications and marketing material used by staff and Councillors.

(3) Use of the corporate logo by Elected Members

Elected Members may only use City of Cockburn branded material, including but not limited to stationary, badge, e-signatures, headed paper, envelopes, for the purpose of their official duties. The corporate logo may not be used for promoting the political interest of Elected Members or of any State or Federal Political Party or representative

(4) Community usage of the logo

In cases where the City supports an organisation financially or in kind, or is a project partner, it may be part of the agreement that the organisation must use the City's logo in agreed marketing material for the duration of the agreement.

[1]



DAPPS 28/02/2019

Item 12.4 Attachment 1

Title	City of Cockburn Branding & Logos
Policy Number (Governance Purpose)	



Strategic Link:	Communications Strategy & Action Plan
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

Item 12.4 Attachment 2

DAPPS 28/02/2019

POL	COMMUNITY USE OF CITY OF COCKBURN CORPORATE LOGO	SC24
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POLICY CODE:	SC24
DIRECTORATE:	Community Services
BUSINESS UNIT:	Communications Services
SERVICE UNIT:	Public Relations
RESPONSIBLE OFFICER:	Manager, Corporate Communications
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 September 2002
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 March 2012 28 November 2013	24 August 2017
OCM:	9 September 2010 12 April 2012	12 December 2013

BACKGROUND:

In 1998, Council adopted a "Corporate Identity Logo" as an additional marketing tool to the City of Cockburn Crest. The logo featured a distinctive "wave" which was formed into "C's" to identify Cockburn City Council. Since that time the logo has been updated once to be more contemporary.

PURPOSE:

To apply principles on community usage of the logo by organisations external to the City of Cockburn.

POLICY:

1. In cases where the City supports an organisation financially or in kind, it may be part of the agreement that the organisation must use the City's logo in agreed market material.
2. In this case, that organisation must request the logo through the City of Cockburn's Corporate Communications Department and submit all proposed uses of it, electronic or printed, for approval by the City. The logo may only be used for the duration of the agreement and any future material must be resubmitted to the Corporate Communications department.



[1]



POL	COMMUNITY USE OF CITY OF COCKBURN CORPORATE LOGO	SC24
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3. In cases where the City is a project partner, the City of Cockburn's most current style guide must be adhered to and material sent to the City for approval.

To be deleted

[2]

DAPPS 28/02/2019

Item 12.5

12.5 (2019/MINUTE NO 0016) ELECTED MEMBER COMMUNICATION POLICY

Author(s)	S Seymour-Eyles
Attachments	<ol style="list-style-type: none"> 1. Proposed Elected Member Communication Policy ↓ 2. Policy - AC3-Elected Member Requests Policy (to be deleted) ↓ 3. Policy - SC6-Communication and Information Dissemination (to be deleted) ↓ 4. Policy - SC31-Access to Information by Councillors and Committee Members (to be deleted) ↓ 5. Policy - SCS1-Media Activity (to be deleted) ↓

RECOMMENDATION

That Council:

- (1) adopts the proposed "Elected Member Communication Policy"; and
- (2) deletes the following current policies:
 1. AC3 Elected Member Requests
 2. SC6 Communication and Information Dissemination
 3. SC31 Access to information by Council and Committee Members
 4. SCS1 Media Activity

as shown in the attachment to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

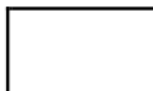
That the recommendation be adopted.

CARRIED 3/0**Background**

This policy has been wholly re-written because much of the information contained in the policies it replaces was procedural and operational in nature. Communication during an Election period is covered in the proposed Caretaker Period Policy being brought to Council concurrently with this policy.

Submission

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N/A

Report

The proposed policy brings together all matters relating to communication with Elected Members and clarifies some points that have been raised by Elected Members and that were not previously addressed such as confidentiality and Elected Members releasing information to the public.

The policy outlines the methods of communication used between staff and Elected Members and details the process required by Elected Members in communicating with administrative staff, being primarily the Executive and Executive Assistants.

Principles of the Policy

- The policy outlines that, in accordance with the Local Government Act 1995, only the Mayor may speak on behalf of the City, or the Chief Executive Officer, if authorised by the Mayor.
- The policy proposes a small change to the way that requests for service are dealt with, specifically when an Elected Member raises an operational request for service on behalf of a member of the public.

The role of Council as detailed in the Local Government Act 1995 is a strategic role and not an operational role.

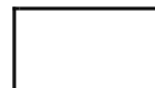
Therefore, Elected Members should refer the community to raise operational requests for service directly to the administration.

Requests for service from the Elected Members should generally be of a strategic and not operational nature.

The proposed change to the policy is that if an Elected Member still chooses to raise a customer request on behalf of a community member, the request will be raised in the resident's name with the response to be communicated directly back to the community member.

The rationale for this is that the process is actually faster and more efficient for the customer, if they raise the request directly with the administration.

The policy re-iterates that requests for service be directed to emrequests@cockburn.wa.gov.au and not to the CEO or directors. The reason for re-iterating this is because on many occasions, where multiple people have been copied in, it has resulted in multiple actioning of the same request, wasting officer time.



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Item 12.5

- The policy further details that requests from Elected Members for information must be relevant to current Council business and that information provided to the requesting Elected Member will be offered to/or provided to all other Elected Members; and
- The CEO or his representative will advise when information is confidential.

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Adopting this policy will provide clarity and protection to Elected Members and the Administration on matters regarding City of Cockburn related communication.

This in turn will provide greater efficiencies and assist to protect the City's reputation.

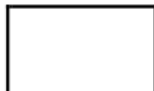
Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil.

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DAPPS 28/02/2019

Item 12.5 Attachment 1

Title	Elected Members Communication
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

This objective of the policy is to:

- (1) Establishes protocols for communication between Elected Members and the administration.
- (2) Ensures the quality and consistency of information provided to the community and Elected Members.

Policy Statement

- (1) Communication between Elected Members and Staff
 1. Elected Members and staff interact in the following ways:
 - (a) At information briefings to Elected Members on matters of importance, including Council Meeting Agenda Briefings
 - (b) Via email
 - (c) Face-to-face meetings, by appointment
 - (d) Via telephone
 - (e) Via the Elected Member portal (LG Hub)
 - (f) At events conducted on behalf of the City of Cockburn
 2. The following staff positions are available for Elected Members to directly contact in relation to matters which impact their responsibilities:
 - (a) The Executive (CEO and Directors / Executive Manager)
 - (b) Media officers (Mayor only)
 - (c) Executive Assistants
 - (d) Manager Corporate Communications
 - (e) Senior Managers (as authorised by the Executive)
 3. Staff contact with elected members will be via the PA to the Mayor and Councillors, as agreed with their Director or the CEO.
 4. Such contact must not seek to be directive or influential in nature and will only result in outcomes which are mutually acceptable, or otherwise agreed upon by both parties

[1]

Item 12.5 Attachment 1

DAPPS 28/02/2019

Title	Elected Members Communication
Policy Number (Governance Purpose)	



(2) Authority to speak on behalf of the City/Council

1. Media Relations

- a) In accordance with the Local Government Act 1995, only the Mayor may speak on behalf of the City, or the CEO, if authorised by the Mayor and other officers delegated by the Chief Executive Officer.
- b) When speaking to the media as spokesperson for the City, the Mayor may only represent the official view of the City, having regard to the City's *Code of Conduct*, the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*.
- c) When speaking to the media or commenting on social media, elected members must avoid any perception that they are expressing the view of Council, unless it is to confirm a decision of Council.
- d) Elected Members when speaking to the media or commenting on social media against a Council decision, need to be cognisant of comments which could be construed as being in breach of the Local Government (Rules of Conduct) Regulations.

2. Representing the City at Functions and Events

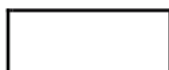
- a) The Mayor or, when unavailable, the Deputy Mayor, is the City's official representative at civic functions and events. In the event that neither is available for a specific event, the Mayor will nominate one of the following in order of preference.
 - I. Relevant Ward Councillor
 - II. Councillor with a specific interest
 - III. CEO (or delegate).

(3) Access to Information

1. Customer Requests for Service

- a) Elected Members should direct all requests for service to emrequests@cockburn.wa.gov.au
- b) Requests for service from the public via Elected Members should not be operational in nature.
- c) Elected Members are to direct requests / complaints for operational service to the administration at customer@cockburn.wa.gov.au
- d) Operational requests that are raised by Elected Members on behalf of a community member will be entered in customer@cockburn.wa.gov.au with the response being directly communicated back to the resident.

[2]



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Item 12.5 Attachment 1

Title	Elected Members Communication
Policy Number (Governance Purpose)	



2. Requests for information

- (a) Requests for information should be made via the CEO or relevant Director.
- (b) Requests for information in this regard are to be relevant to current Council business.
- (c) 'Current Council business' is usually a matter currently before the Council, or a Committee, or likely to come before the Council or a Committee in the future.
- (d) A request for information relating to non-current matters may be fulfilled if it does not cause an unreasonable workload for officers, thereby deflecting them from current Council business.
- (e) The CEO may impose conditions as to the use of information supplied, or as to access to or custody of documents provided, in response to a request.
- (f) Access to information will not usually be given to a Council or Committee member who appears to have a financial interest in a matter, beyond the information that would ordinarily be made available to a person under s 5.94 of the Act.
- (g) Information provided to one or more Elected Members will be offered to or provided to all other Elected Members, at the discretion of the relevant officer. Information not provided directly to members (in either hard or electronic copy) will be located in the Elected Members "Hub", as will all other documents proactively provided by the Administration.

3. Information Briefings

- (a) The CEO (or representative) will provide information briefings on Council Meeting Agendas and other strategic matters of interest to Elected Members. These information sessions will provide a high level overview of agenda items before Elected Members read the agenda in detail. Questions may be asked on the evening and further detailed questions relating to the agenda should be asked of Executive, after fully reading the agenda, in the time leading up to the Council Meeting.
- (b) Large and/or complex documents to be presented at the Council Meeting will be provided wherever possible, at least 10 days prior to the Council Meeting to give Elected Members sufficient time to read them.

[3]

Item 12.5 Attachment 1

DAPPS 28/02/2019

Title	Elected Members Communication
Policy Number (Governance Purpose)	



(4) Events and Meetings

City conducted events and meetings will be notified in Elected Members calendars as the City becomes aware of them, regardless of the format they are received in. This is limited to City run or hosted events.

(5) Maintaining Confidentiality/Embargoed information

1. Elected Members must not promote City information to the community that has not already been released or published, or until such time as the Mayor, as spokesperson for the City, has had an opportunity to speak.
2. The CEO, or representative, will advise verbally, or in writing if appropriate, where information is deemed to be confidential in nature. Such documents will be clearly marked 'confidential'.

(6) Related Statutory Requirements

The main statutory requirements relevant to Elected Member communications are referred to as follows:

1. *State Records Act 2000* requires that all correspondence, including email, relating to the business of the City and the Council, must be retained in the official records of the City.
2. Sections 2.8(1)(d) and 5.41(f) of the *Local Government Act 1995*, provides that only the Mayor may speak on behalf of the City (or the CEO, if authorised by the Mayor to do so).
3. Section 5.92 of the *Local Government Act 1995* gives the right of access to Council and Committee Members to any information held by the local government that is relevant to the performance of their functions.
4. *Freedom of Information Act 1992* requires the preservation of correspondence and its availability. This Policy does not affect any right of access to information under the *Freedom of Information Act*.
5. Section 5.93 of the *Local Government Act 1995* provides that an Elected Member (and employees) must not make improper use of any information acquired
6. Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members to maintain confidentiality.
7. Regulation 7 of the *Local Government (Rules of Conduct) Regulations 2007* provides for Elected Members being required to refrain from using their position to secure advantage or seek to disadvantage others.

[4]



DAPPS 28/02/2019

Item 12.5 Attachment 1

Title	Elected Members Communication
Policy Number (Governance Purpose)	



Strategic Link:	Communications Strategy & Action Plan, Elected Members Code of Conduct, Staff Code of Conduct
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[5]

Item 12.5 Attachment 2

DAPPS 28/02/2019

POL	ELECTED MEMBER REQUESTS	AC3
-----	-------------------------	-----

POLICY CODE:	AC3
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	17 September 2002 12 April 2012 12 December 2013

BACKGROUND:

In the past, Councillors have been able to access requests for services/work by both formal and informal means.

PURPOSE:

To establish a consistent method by which Councillors can formally request work to be performed.

POLICY:

Any requests or enquiries made by Elected Members, must be provided and lodged with the Executive Services Unit for recording.

Any requests or enquiries received by the Executive Services Unit, shall be forwarded to the relevant service unit for dealing with in the normal manner through the Customer Request System.

[1]



DAPPS 28/02/2019

Item 12.5 Attachment 3

POL	COMMUNICATION & INFORMATION DISSEMINATION	SC6
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POLICY CODE:	SC6
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	18 July 2000
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013 24 August 2017
OCM:	9 September 2010 12 April 2012 12 December 2013

BACKGROUND:

An important aspect of managing a rapidly developing authority such as Cockburn is establishing and maintaining an identifiable nexus between the Decision Making (Elected Member) and the Administrative (Executive) areas of Council. This communication link needs to be clearly understood and highlighted as a vital organisational mechanism upon which a consistent and efficient system of information dissemination and decision making can be based.

PURPOSE:

To establish a procedure which provides for an interface between Elected Members and Council Staff involving the following Council related matters:

- Discussions
- Briefings
- Understanding of Issues
- Action Planning
- Allocation of Responsibility
- Feedback

POLICY:

[1]

POL	COMMUNICATION & INFORMATION DISSEMINATION	SC6
-----	---	-----

- (1) The City of Cockburn is committed to a corporate management system, which involves the provision of full and clear information, presented in a professional and high quality manner in order to facilitate an efficient, transparent and participative process of decision making.
- (2) In addition, the City is committed to a process of communication which allows the information to be freely, fully and openly discussed in a co-operative and conciliatory manner with a view to seeking the correct outcome, based on information and advice presented, for the wider community.
- (3) This commitment to open dialogue and information provision will be facilitated by the conducting of regular forums and information sessions to be attended by Elected Members and appropriate Council Officers.
- (4) The procedures for the conduct of these sessions are contained in the attached document entitled "Agenda Forums and Other Information Sessions" which ensures that the focus of the sessions will be to assess matters which are to be considered by, or be of interest to, the Council.
- (5) A Notice Paper, detailing all aspects of each forum or session, will be prepared and distributed to all Elected Members and appropriate staff in advance.
- (6) Any available additional information which will enhance Elected Members' understanding of an issue, will also be distributed with the Notice Paper, if considered appropriate to do so by the Chief Executive Officer. If such information is too voluminous to distribute, Elected Members will be advised of its whereabouts to enable them to peruse the information if they wish.

[2]





Agenda Forums and Other Information Sessions

*Comprehensive explanation of procedures
followed for conducting Agenda Summary
Forums and other information sessions*

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This document has been produced as a concise record of the procedures followed when facilitating any type of information session, presentation, briefing, concept forum etc on a particular issue(s).

These sessions are organised and run by the Administration; whether it was at the request of an Elected Member, from a developer, a community group or directly by staff. It may simply be a forum for staff to explain a complex issue, showing detailed maps etc.

At no time during these sessions, are decisions made or discussions held on the outcome to be achieved at the Council Meeting where this issue will be presented. It is usually an opportunity for officers to seek guidance on the additional information that Elected Members may need to assist them make an informed decision at the appropriate time.

The following is a detailed explanation of the format that each type of information session.

AGENDA SUMMARY FORUM/GENERAL ISSUES

Agenda Summary Forum

These information sharing sessions were instigated during the Commissioners Regime (April 1999 – December 2000) when they requested that Officers provide general information to them at a briefing type session, on each of the issues to be listed on the forthcoming Council Agenda, to help them understand the finer points of the item, rather than asking simple questions in the Council Chamber, thus bogging down the Council Meeting with minor details.

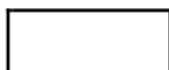
It proved to be a very successful way of familiarising the Commissioners and in response, the Commissioners were able to ask for further information that was to be presented to them at the Council Meeting. An example of additional information included:

- ◆ More detailed map of location, building plan etc;
- ◆ Comments/feedback from neighbours;
- ◆ Clarification from State Government Departments on particular points;
- ◆ Grounds for Appeal should applicant not be satisfied with Council's decision.

This assisted Officers in understanding that more detail was required, at times, to be provided in Agenda Reports/Attachments and hence, Cockburn's Agenda document content quality improved and are rated 'Very High' with the Department of Local Government at the last review.

After the elections of December 2000, the CEO recommended that the practice continue as it was considered beneficial by both Directors and Commissioners. This was very evident in the dramatic change to the length of Council Meetings (prior to Commissioners – 5hrs approx.; after Commissioners – 1.5hrs approx.). The new Council chose to continue the practice on a trial basis and have continued ever since.

The Agenda Summary Forum/General Issues Sessions are held on the 1st Thursday of every month commencing at approximately 6:30pm. This time varies depending on whether there is a guest speaker or a presentation on a separate issue prior to the Agenda Summary commencing. By holding this session on the 1st Thursday of the month, it then gives Elected Members a full week to read the Agenda and ask questions if necessary.



General Issues:

The important points to be noted about these sessions are :-

1. All Elected Members and Directors are invited to attend.
2. It is an **informal session** instigated by the Administration as a general information sharing exercise; therefore there is no formal meeting procedure.
3. The **index only** of the Council Agenda is provided to each person.
4. The CEO runs the session.
5. At the beginning of every session, the CEO makes a statement to the effect of reminding Elected Members that it is an informal session and that **no debate or decisions are to take place**. Only questions may be put and answered.
6. Each Director, in turn, generally explains items on the agenda relevant to their division. Maps, overheads etc may be shown to better define the location of the issue. These are normally enlargements of maps included in the Agenda Attachments booklet. Elected Members are able to ask general questions (ie: how many submissions received, when will the road be constructed etc) or if further information is required, the officer can provide it prior to the Council Meeting.
7. The CEO does not allow discussion by Elected Members, only questions are allowed.
8. No notes are taken relating to the Agenda as there are no outcomes. The Agenda Summary Forum is now being taped to verify this point.
9. No decisions are made at this Forum.
10. In addition, the Directors may use the Forum to advise the Elected Members of the status of any issues relevant to the City.

At the conclusion of the evening, the Elected Members are given their Agendas to take home. The Agenda Booklet has already been finalized and copied prior to this session commencing, ensuring that no opinions and comments given at the session, will have any bearing on an officer's recommendation or report content.

As per the Local Government Act, Agendas are required to be made available for viewing by the public soon after they are available to Elected Members.

Therefore the public copies are distributed and placed on Council's Website the following morning.

ALTERNATIVE RECOMMENDATIONS PROCEDURE

In earlier years, during a Council Meeting, confusion was experienced when a Councillor moved a motion different to that recommended in the Agenda. If the Councillor had not prepared their motion beforehand or if it was lengthy, confusion was sometimes experienced in the Chamber either by other Councillors who did not understand fully the implications of the alternative, or the motion did not give a clear instruction to officers to act after the Council Meeting, or even confusion by Councillors after the meeting as to exactly what they voted on.

To alleviate these problems, a system was implemented whereby any alternative motions to be put to Council, whether by Elected Members or an amendment by Staff, was provided to the Chief Executive Officer before the meeting. If the CEO considered the alternative did not give a clear instruction or simply needed "touching up" to make it clear, the relevant Director would assist in rewording the prospective motion so it was clear for all. All alternative motions are then combined into one document and placed around the Council table so Councillors and Staff can easily follow the alternative motion.

This procedure has proved very successful and has been accepted as a standard practice by the current Council.

This is an Administrative procedure aimed at keeping the meeting efficient and not part of the formal Council process.

Concerns were raised by members of the public that Elected Members had information (referring to the Alternative Recommendation Document) that should be available to the public. As it was purely an Administrative document to help with the fluent running of the Council Meeting, and that the alternative motions contained in that document may or may not actually be moved at the meeting, it was not considered a document for public scrutiny.

However, to alleviate any concerns of 'secretiveness', Policy SC28 was created so that it was public knowledge such a procedure is carried out and how.

The procedure for submitting alternative recommendations is as follows:

1. Any proposed amendments are to be forwarded by an Elected Member to the Executive Support Department, following the distribution of the Agenda Paper and by 10.00am on the day of the Council Meeting.



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2. The date/time of receipt of the amendment is noted. Should further amendments be received for the same item, they will be collated in the same order as received.
3. A reason for decision for the proposed amendment must also be provided.
4. A copy of the amendment is given to the relevant Director for perusal. Should the Director consider that the amendment needs rewording to clarify its intent, the Director will make suggested corrections. The reworded item is then forwarded to the Elected Member for their approval or if not satisfactory, the Elected Member and Director will liaise directly.
5. Once approval is received from the Elected Member, the Executive Department will distribute the final amendment to all other Elected Members for their information, if not already circulated by the Elected Member.
6. Having received all proposed amendments in accordance with the Policy and by the allotted time, the Chief Executive Officer will compile a listing of all proposed amendments received (with explanations), for provision to Elected Members by 5.30pm on the day of the Council Meeting. The listing will comprise of items in numerical order as they appear on the Agenda Paper. Where multiple amendments are proposed for the same item, they are listed in the order received (as per 2. above).
7. Elected Members then have an opportunity to peruse the alternatives and ask any questions of a **general nature** to Directors. *Explained in more detail later.*
8. When called upon to do so at the relevant time during the Council Meeting by the Presiding Member, the CEO will inform the Meeting of the Agenda items that he has received notice of a proposed amendment(s) and from which Elected Member(s) the notification(s) has/have been received.
9. At the relevant point of the Council Meeting, the Presiding Member invites the Elected Member proposing the amendment(s) to move their motion. In the case where more than one proposal has been received, the Presiding Member shall call for the amendment(s) to be put in order of their receipt (i.e. as per list compiled by the CEO) and dealt with in accordance with Council's Standing Orders, where applicable.
10. While every encouragement is made for Elected Members to conform with this Policy, it is acknowledged that it is the right of any Elected Member to refrain from adhering to this procedure, owing to

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its sub-ordinance to the process stipulated in Council's Standing Orders, in relation to dealing with and debating motions.

This document is also used to assist the Minute Clerk in the production of the Council Minutes.

At times, those directly affected by the Council decision or Members of the Press may phone to query the decision on a particular item. On these occasions it is made clear that the Council decision basically was to but that is not definite until the minutes are produced.

COUNCIL MEETING DEBATE ETC

The procedure for Council Meetings is in accordance with Council's Standing Orders which details how Meetings are conducted.

Prior to April 1999 (Commissioners Appointed), Ordinary Council Meetings were lasting between 4 and 6 hours, often finishing after midnight.

As a result of initiatives such as the "Agenda Summary Forum" and "Alternative Recommendations List", Council Meetings now flow smoothly and are very concise, rarely being bogged down on one particular issue by minor details. Council Meetings now conclude in 1 or 1.5 hours.

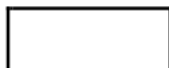
However, from the public's perspective, it has been reported that it looks like decisions must be being made before hand at "secret meetings" because there is very little debate in Chambers. This is definitely **not** the case and Elected Members are free to debate issues they see fit. In practise, however, it is probable that members are satisfied that, through the processes now available to them, they are adequately enough informed for them to understand what is being proposed, without the need for superfluous debate.

Agenda Summary Forum

Because questions of minor details are asked at Agenda Summary Forums, there is no need to ask them again in Chambers, therefore the public do not see many questions being asked, just the voting process.

Alternative Recommendations

As 'alternatives' are provided by 10.00am, on the day of the Council Meeting, a list is compiled of the alternatives and circulated around the Chamber table, time permitting, and made available should Elected Members wish to read them prior to the meeting. At 5.30pm on the day of the Council Meeting, Directors make themselves available should any Elected Member wish to ask a question of clarification. This is sometimes the case when an Elected Member may be considering putting an alternative themselves and may wish to discuss their suggestion with the



Director or Elected Member submitting the original alternative to perhaps consolidate their ideas.

Again it is reiterated that this is NOT an opportunity to discuss voting strategy.

Contrary to media reports, it is also reiterated that this opportunity at 5.30 IS NOT a secret meeting but simply, information sharing to ensure that the Council Meeting runs smoothly and all concerned are clear on the intentions of the alternatives to be moved. If there is a query, an alternative may be amended during the meeting.

Standing Orders – Debating Procedure

Standing Orders – Parts 9 & 10 define the Conduct of Members and Procedures for Debate and are strictly adhered to.

Basically it states that when a motion is put, whether it be as per the Officer's Recommendation or an Alternative, a seconder is called for (if there is no 'seconder' the item does not continue and another motion is tabled). Once seconded, the mover has the opportunity to explain the reason for the motion. The Presiding Member then asks for a speaker against the motion, then a speaker for the motion, then against and so on until there is no speaker for/against. The original mover then closes the matter before voting. Should there not be a speaker against the motion in the first instance, no more debate is held on that item.

As Elected Members normally clearly understand the intent of the motion because of the Alternative Recommendation List, there is generally no cause for any debate. This again may be construed by the public as Council not deliberating important issues. The Administration considers this to be the complete opposite as Elected Members have had a full week to read the agenda, ask questions of Staff, seek input from the community etc and if necessary, submit an alternative recommendation that is well considered.

These processes assist in conducting an efficient and structured Council Meeting and, after close scrutiny by the Department of Local Government, has been considered 'best practice'.

CONCEPT FORUMS

Council holds "Concept Forums" to develop positions which are considered to be of an internal nature, being matters such as development of the Principal Activities Plan, Budget or Corporate Activities Plan. At these sessions, a general consensus of Elected Members views are taken which may reflect in a recommendation being made by staff to a future Council Meeting.

The outcomes of these discussions are recorded and distributed to Elected Members.

There are no binding decisions made and Elected Members are in no way bound by the outcome of the consensus when voting on the matter at a Council Meeting. Staff are also not bound to present a recommendation based on the consensus expressed at Concept Forums.

OTHER PRESENTATION FORUMS

There are many occasions when it is necessary to conduct presentations or other information sessions such as:

- ◆ Update from Consultant on an issue
- ◆ Guest Speakers
- ◆ Delegation from Community Group relating to their particular issue

When it is necessary to organise such a session, the Mayor is informed and a date/time is set. Elected Members and relevant Officers are advised in writing and if necessary, documentation is provided beforehand of the issue.

No decisions are made at these Forums, they are simply information sessions.



CONCLUSION

The above practices, put in place in an attempt to streamline certain processes, have proved very successful but are under constant review in order to improve practices wherever possible.

It should be noted that the Department of Local Government and Regional Development considered that the process could be considered as 'best practice' and would be proposing it as a model for other local governments to consider.

Stephen Cain
Chief Executive Officer

12 April 2012

POL	ACCESS TO INFORMATION BY COUNCIL & COMMITTEE MEMBERS	SC31
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POLICY CODE:	SC31
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 March 2005
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:		
DAPPS Meeting:	23 February 2005 22 March 2012	28 November 2013 24 August 2017
OCM:	15 March 2005 12 April 2012	12 December 2013

BACKGROUND:

Section 5.92 of the Local Government Act 1995 ("LG Act") gives a right of access to Council and Committee Members to any information held by the local government that is relevant to the performance of their functions.

General Principles of the Policy:

In addressing the provisions of section 5.92, this Policy reflects the following broad principles which may be applied in construing the Policy:

- (a) Requests for information by Council or Committee Members should be made directly to the CEO in the case of current matters, and through the Mayor to the CEO in other cases.
- (b) There should be ready access to information relevant to current matters and information covered by section 5.94 of the LG Act.
- (c) A request for information relevant to non-current matters should be complied with if it is reasonable and the CEO has no good reason for refusal.
- (d) The CEO may impose conditions as to the use of information supplied, or as to access to or custody of documents provided in response to a request.
- (e) A member denied access to information by a decision of the CEO or the Mayor, or who is dissatisfied with a condition imposed by the CEO as to use

[1]



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POL	ACCESS TO INFORMATION BY COUNCIL & COMMITTEE MEMBERS	SC31
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of any information or access to or custody of any document may seek a Council determination on the issue.

- (f) In ordinary circumstances access to information should not be given to a Council or Committee Member who appears to have a financial interest in that matter or an impartiality interest, beyond the information that would ordinarily be made available to a person under s. 5.94 of the LG Act.

PURPOSE:

The purpose of this Policy is to provide guidance within the City of Cockburn for the application of section 5.92 of the LG Act relating to access to information by Council and Committee Members and related matters.

Section 5.92 of the LG Act provides as follows –

- “(1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting sub-section (1), a council member can have access to –
- (a) all written contracts entered into by the local government; and
 - (b) all documents relating to written contracts proposed to be entered into by the local government.”

The Policy does not affect any right of access to information under the Freedom of Information Act 1992

POLICY:

(1) Request for current Information

1. A request by any Council or Committee Member for access to information that is relevant to a matter currently before the Council, or a Committee or likely to come before the Council or a Committee in the future (“current information”) should be directed in the first instance to the CEO.

(2) Access to current Information

1. The CEO should provide to all Council Members access to any current information.

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2. Without limiting the generality of the foregoing, the access referred to in the preceding paragraph includes access by Council Members to all written contracts entered into by the City and all documents relating to written contracts proposed to be entered into by the City.
 3. The CEO should provide to any Committee Member access to all the information that is relevant to a matter currently before that Committee, but not including information referred to in 2.2 above unless:
 - (a) the member requesting is a Council Member; or
 - (b) otherwise unless the CEO considers access to the information is appropriate.
 4. As a general principle the CEO should not refuse access under this Policy to any information to which the public may have access under s.5.94 of the Act.
 5. Where access to information should be given under the preceding paragraphs, the CEO should provide a copy of any information which comprises a document if a request is made and if practicable to do so.
- (3) Referral of Requests to Mayor and Council
1.
 - (a) Any Council or Committee Member whose request for current information is refused by the CEO may refer the request to the Mayor who should receive it as a request under this clause.
 - (b) Any Council or Committee Member who seeks access to any information that is in the possession of the City but that is not current information, should refer the request to the Mayor in the first instance, together with a brief written explanation of the reasons for seeking the information.
 - (c) The Mayor has responsibility for any necessary liaison with the CEO in regard to a request under item (a) or (b) above.
 2. If the Mayor considers that a request by a Council or Committee Member for access to information referred to the Mayor under the preceding clause is reasonable, the Mayor should pass on that request to the CEO together with the member's written reason in the case of a request for non current information.
 3. The CEO should comply with a request received pursuant to clause 3.2 of this Policy unless:

[3]

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- (a) in the opinion of the CEO, compliance with the request would divert a substantial and unreasonable portion of the local government's resources away from its other functions; or
- (b) in the opinion of the CEO there is any other reason for refusing compliance.
4. Where there is a refusal by the CEO under clause 3.3 the CEO is to give that response to the Mayor with a written explanation of the reasons for refusal.
5. Where any request for information referred by the Mayor to the CEO under the preceding clauses of this Part 3 of this Policy is refused by the CEO, if the Council or Committee Member requesting the information (including the Mayor) is not satisfied with the CEO's reasons for refusal, and if the Mayor considers it appropriate to do so, the Mayor should cause the issue to be brought before the Council at the next Ordinary Meeting of the Council or at a Special Meeting of the Council called for the purpose in accordance with the Local Government Act and the Standing Orders. To enable the Council to review the decision made by the CEO, the Mayor should provide to the Council the member's written reasons for requesting the information (in the case of non current information) and the CEO's written reasons for refusal.
6. If a Council Member who has sought access to information through the Mayor is not satisfied either:
- (a) with a refusal by the Mayor to refer the matter to the CEO; or
- (b) with reasons for refusal given by the CEO to the Mayor and a refusal by the Mayor to refer the matter to the Council,
- the Council Member may give notice of the matter to be brought forward as an item of business at the next Ordinary Meeting of the Council, or by bringing the matter forward in accordance with the provisions of the LG Act and the Standing Orders at a Special Meeting of the Council. In that case the Council Member's written reasons for seeking the information, the CEO's written reasons for refusal (if applicable), and any written explanation given by the Mayor for any decision made by the Mayor, should be provided to the Council.
- The provisions in this clause 3.6 do not apply to a Committee Member who is not a Council Member.
7. In forming an opinion upon or determining any question relating to access to information under this Part 3, the Mayor, the CEO and the Council respectively are to apply the principle that a Council or

[4]

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POL	ACCESS TO INFORMATION BY COUNCIL & COMMITTEE MEMBERS	SC31
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Committee Member should not be denied access to any information held by the City if it is clear that the information is relevant to the performance by the Member of any of the Member's functions under the LG Act or under any other written law.

(4) Copies to other Members

1. Where a copy of information is given to a Council Member who requires it under this Part 2 of this Policy, all other Council Members are to be advised and offered to be provided with a copy of the same information.
2. Where a copy of information is otherwise given to a Council Member under this Policy, all other Council Members are to be advised and offered to be provided with a copy of the same information.

(5) Conditions Imposed on Access to Information

1. Where it appears to the CEO in dealing with a request by a Council or Committee Member for access to any information held by the City that:
 - (a) there is doubt as to whether access to the information is relevant to the performance by the Member of any of the Member's functions under the LG Act or under any other written law; or
 - (b) the information is of a confidential nature; or
 - (c) the information for some other reason (e.g. possibility of defamation) should be subjected to special custodial arrangements,

BUT the CEO nevertheless considers that access to the information should be given, the CEO in those circumstances may impose conditions on the access including (but without limiting the generality of the foregoing):

- conditions in relation to the use of the information;
- conditions in relation to custody of any document;
- conditions in relation to the time during which the member may retain any document in the member's possession or otherwise stipulating when the document must be returned,

AND THE CEO MAY in any of the circumstances referred to above refuse to allow any document to be copied, or to be removed from the place where access is given.

[5]

POL	ACCESS TO INFORMATION BY COUNCIL & COMMITTEE MEMBERS	SC31
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(6) Decision by Council

1. If a Council or Committee Member is dissatisfied with a condition imposed by the CEO on access to any information, or as to the custody of any document pursuant to the preceding provisions of this Policy, the Member may request the CEO to refer the matter to the Council for determination, and in that case the CEO shall ensure that the matter is brought forward as an item of business at the next Ordinary Meeting of the Council.
2. If an issue is referred to the Council under the preceding provisions of this Policy, the Council should determine the issue by resolution by simple majority, and may apply conditions to any decision giving access to information. The Member making the request for information and the CEO, as appropriate, shall act without delay upon any decision made by the Council.

[6]

Item 12.5 Attachment 5

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POL	MEDIA ACTIVITY	SCS1
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POLICY CODE:	SCS1
DIRECTORATE:	Community Services
BUSINESS UNIT:	Corporate Communications
SERVICE UNIT:	Public Relations
RESPONSIBLE OFFICER:	Manager, Corporate Communications
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	11 September 2014
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	SCS1
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	8 November 2006 26 July 2012 28 August 2014
OCM:	15 April 1997 14 December 2006 9 August 2012

BACKGROUND:

The City of Cockburn receives many media enquiries each week and many matters of interest to the community, which require a proactive and dedicated liaison with the media.

PURPOSE:

To ensure that the media receive prompt and professional responses from the City, and full details of all issues relating to Council activities, so that they are promoted to the community in a balanced way.

POLICY:

- (1) All public statements on behalf of the Council shall be issued by the Mayor or the Chief Executive Officer if the Mayor agrees, pursuant to Section 5.41(f) of the Local Government Act, 1995, with the further understanding that the Chief Executive Officer may refer any issue to any of the following officers for comment, when appropriate:-
- Divisional Directors
 - Departmental Managers
 - Manager, Corporate Communications

[1]



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Item 12.5 Attachment 5

POL	MEDIA ACTIVITY	SCS1
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- Media and Communications Officer
- (2) Statements made by Elected Members are to be identified as their opinions only and do not necessarily represent the position of Council.
- (3) Routine Media Activity shall be handled by the Media Communications Officer (reporting where necessary to the Manager, Corporate Communications). Routine Media Activity shall include but not be restricted to:
- Pro-active Media Releases
 - Researching and writing responses to media enquiries
 - Providing background information to journalists
 - Following up of material printed in newspapers by other sources such as Letters to the Editor.
 - Liaising with print and digital and broadcast Media as required to best promote Council and Community activities.
 - Developing and retaining good working relationships with relevant media.
- (4) The Media and Communications Officer shall be the primary contact for journalists and Media personnel who attend Council and other meetings. This will include but not be restricted to:
- Providing local media with Minutes and Agenda papers prior to the Council meeting.
 - Assisting members of the Media with follow-up information from Council meetings and other matters of interest, in consideration of their deadlines.
 - Attending Council meetings (when required) in the Media Gallery as the link between the Media and Council.
 - Liaising with Media related personnel (such as contract photographers) and providing them with the support and contacts required for a specified task.
- (5) Specified Media activities where the nominated Council Officers will work in tandem with the Mayor and/or Chief Executive Officer include but are not restricted to:
- Any item of a controversial nature, being dealt with by Council, or potentially an issue to be dealt with by Council.
 - Matters before a Committee which are being pursued by the Media.
 - Major pro-active announcements on Council direction/s.
- (6) Divisional Directors and Departmental Managers will assist the process of Media liaison by:
- Ensuring information and support is available to the Media and Communications Officer, when researching material required by the Media.

[2]

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POL	MEDIA ACTIVITY	SCS1
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- Providing relevant expertise and co-operation to relevant Media and Communications Officer and/or the Media when appropriate approval/delegation has been obtained.
- (7) Media, especially local press, to be included on guest lists where their presence could have a supportive or relationship building effect. For example:
- (8) Media activity will support and follow Council's Strategic Community Plan and Long Term Financial Plan, enacting such events that will complement Councils public image and promotion of services for residents.
- (9) The following strategy shall apply for day-to-day dealings with the local press, in association with the overall Media Activity policy:
- Forward appropriate documents to Journalists in readiness for Council meeting, prior to the meeting.
 - The Mayor, Chief Executive Officer or delegated Officer/s to be available to receive requests and provide appropriate background and follow-up to Journalists on current issues.
 - Requests from Journalists will be responded to promptly and where possible, not delayed by lengthy waits on meeting outcomes.
 - Elected Members and staff will at all times endeavour to project a truthful, positive, transparent and informative response to enquiries, in accordance with existing procedures and protocols.

[3]



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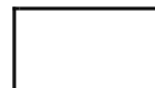
12.6 (2019/MINUTE NO 0017) PROPOSED POLICY - USAGE AND MANAGEMENT OF COMMUNITY AND SPORTING FACILITIES**Author(s)** D Burton

- Attachments**
1. Policy - Usage & Management of Community & Sporting Facilities [↓](#)
 2. Policy - ACS8-Hire of Council Community Centres (to be deleted) [↓](#)
 3. Policy - ACS10-Criteria for Agreements for Management of City's Club/Changerooms (to be deleted) [↓](#)
 4. Position Statement - PSEW17-Outdoor Sport Lighting on Recreation Reserves (to be deleted) [↓](#)
 5. Position Statement - PSCS13-Replacement of Cricket Pitch-Artificial Turf (to be deleted) [↓](#)
 6. Amended Delegated Authority - Usage & Management of Community & Sporting Facilities [↓](#)
 7. Delegated Authority - ACS10-Criteria for Agreements for Management of the City's Club/Changerooms (to be deleted) [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the proposed policy 'Usage and Management of Community and Sporting Facilities';
- (2) delete the following Policies and Position Statements:
 1. Policy ACS8 'Hire of Council Community Centres and Halls',
 2. Policy ACS10 'Criteria for Agreements for Management of the City's Club/Changerooms',
 3. Position Statement PSEW17 'Outdoor Sport Lighting on Recreation Reserves',
 4. Position Statement PSCS13 'Replacement of Cricket Pitch – Artificial Turf';
- (3) adopt the retitled and amended Delegated Authority LGACS13 'Usage and Management of Community and Sporting Facilities'; and
- (4) delete Delegated Authority ACS10 'Criteria for Agreements for Management of the City's Club/Change Rooms';



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as shown in the attachments to the Agenda.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 3/0

Background

This Policy has been reviewed as part of the Policy Review Project. This policy was identified as a Review Priority 2, due for presentation at February DAPPS meeting, in accordance with the adopted Schedule Plan for Council Policies review.

The review has been completed and is therefore submitted for consideration.

Submission

N/A

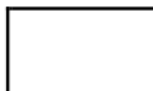
Report

The proposed policy is a result of the review of the following current policies and position statements:

- ACS8 – Hire of Council Community Centres and Halls
- ACS10 – Criteria for Agreements for Management of the City's Club/Change Rooms
- PSEW17 – Outdoor Sport Lighting on Recreation Reserves
- PSCS13 – Replacement of Cricket Pitch – Artificial Turf

One of the main aims of the Policy Review Project was to ensure policies remain current and avoid duplication across the City's policy framework. Upon review, it was found that the policies for the City's community facilities (community centres and halls) and sporting facilities (clubrooms and change rooms) not under external exclusive use management arrangements were separate. Furthermore, these facilities are the subject of various requests for new or renewed minor infrastructure, therefore general principles and the management

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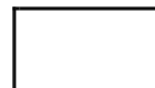
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framework should align. As a result, it is proposed to amalgamate the above policies into one for better alignment and ease of application.

The following is a summary of the rationale, amendments and inclusions into the proposed policy:

Existing Policy	Inclusions and Amendments
ACS8 – Hire of Council Community Centres and Halls	<ul style="list-style-type: none"> Incorporated into the new policy under section (1) Community Facilities. Additions and clarification to list of Community Facilities not covered under this policy Clarification on how fee subsidies are managed and applied.
ACS10 – Criteria for Agreements for Management of Council Change Rooms	<ul style="list-style-type: none"> Clarification on the Council's position of subsidy applied as previous policy read that subsidy only applies to juniors. Management framework maintained although amendments to terminology for consistent application. Previous policy suggested leases were preferred option. This has been removed as it does not foster multi-use which is a guiding principle listed in the recently adopted Community Sport and Recreation Facilities Plan 2018-2033. Furthermore, clubs should focus on delivery of their activities and less on facility maintenance which leases include as obligations on the lessee. Include 'active reserves' under this policy.
PSEW17 – Outdoor Sport Lighting on Recreation Reserves	<ul style="list-style-type: none"> Existing policy referred to operational delivery of a project which has been removed. Includes the City's preference for LED lighting over Metal Halide. Expansion to cover proposals of other sports related minor infrastructure. Outlines expectations regarding approvals, consultation, ownership and maintenance for new sports related minor infrastructure.
PSCS13 – Replacement of Cricket Pitch	<ul style="list-style-type: none"> Not included in new policy as matters can be dealt with under Sports Related Minor Infrastructure section, Australian Standards and Cricket Australia



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Existing Policy	Inclusions and Amendments
Artificial Turf	guidelines.
Other	<ul style="list-style-type: none"> Inclusion of position for the management of passive reserves.

In addition to the proposed new policy, the associated Delegated Authorities have been reviewed. It is recommended that ACS8 Hire of Council Community Centres and Halls be revised to avoid duplication and align to the proposed policy to maintain consistency.

Delegated Authority	Amendments
ACS10 – Criteria for Agreements for Management of Council Change Rooms	<ul style="list-style-type: none"> Recommended for deletion as the policy adopted by Council in November 2018 'Execution of Documents' authorises all Directors and Senior Managers to sign agreements on behalf of the City.
ACS8 – Hire of Council Community Centres and Halls	<ul style="list-style-type: none"> Duplications of conditions have been removed from the Delegated Authority; however remain in the proposed policy. Clarification of which officers have delegated authority to authorise discounts on fees and fee extensions.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Provide for community facilities and infrastructure in a planned and sustainable manner.

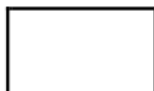
Provide safe places and activities for residents and visitors to relax and socialise.

Create and maintain recreational, social and sports facilities and regional open space.

Budget/Financial Implications

N/A

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Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

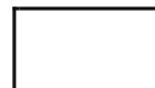
Should Council not adopt the proposed amendments, a clear position on operational aspects related to the policy will not be introduced. As such discrepancies and clarity on management of future community facilities and installation of new infrastructure may result.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 12.6 Attachment 1

DAPPS 28/02/2019

Title	Usage & Management of Community & Sporting Facilities
Policy Number (Governance Purpose)	

**Policy Type**

Council Policy

Policy Purpose

The purpose of this policy is to:

- (1) To provide a management framework for the hire and usage of community and sporting facilities.
- (2) To provide direction to City Officers and the wider community on the extent of provision and on-going management for minor capital infrastructure.
- (3) To ensure that a consistent and equitable approach is applied to the provision, and on-going management of, minor infrastructure.

Policy Statement

- (1) Community Facilities
 1. The City of Cockburn offers a number of community facilities with multiple spaces to hire suitable for a variety of functions, events and activities. The following applies for all community facilities available for hire excluding:
 - (a) City of Cockburn Main Administration Building
 - (b) Cockburn ARC
 - (c) Cockburn Integrated Health Facility
 - (d) Cockburn Seniors Centre
 - (e) Cockburn Youth Centre
 - (f) City of Cockburn Libraries
 - (g) Facilities currently under a lease arrangement as defined by Council Policy Leasing of City of Cockburn Property For Community and/or Recreational Purposes (Not For Profit)
 2. Council will establish a schedule of fees and charges for facility usage which are affordable to not-for-profit community groups. Private organisations and individuals will be charged at a rate to cover at least operational costs.
 3. Council will annually review the schedule of fees and charges to ensure they meet the criteria of affordability and cost recovery.
 4. Organisations or individuals seeking any subsidy in fees for community facility usage will need to satisfy the eligibility criteria listed under Council policy *Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships)*.

[1]



DAPPS 28/02/2019

Item 12.6 Attachment 1

Title	Usage & Management of Community & Sporting Facilities
Policy Number (Governance Purpose)	



5. The City of Cockburn Administration will develop and regularly review operational conditions of hire which are consistent with relevant legislation and Local Laws.

(2) Community Sporting Facilities

1. The City of Cockburn offers a number of community sporting facilities that support organised sport and recreation clubs and the wider community. These include active reserves and supporting infrastructure such as toilets, change rooms, clubrooms and multi-purpose community facilities. These facilities are subsidised for both juniors and seniors, while juniors are subsidised at a higher percentage with a view to improve participation.
2. There are four management options available to ensure these facilities are well maintained and utilised including:
 - (a) Lease Agreement.
 - (b) User Management (Licence) Agreement.
 - (c) Seasonal Usage Agreement.
 - (d) One-off hire arrangement.
3. With regard to the management options in (2) 2, the following applies:
 - (a) Lease agreements are dealt with under Council's Policy – *Leasing of City of Cockburn Property for Community and/or Recreational Purposes (Not for Profit)*.
 - (b) Non-incorporated clubs/associations/groups will not be permitted to enter into any agreement with the City.
 - (c) The City's preference for the management of sporting clubrooms and multi-purpose community facilities is under a User Management (Licence) Agreement or a Seasonal Usage Agreement with an Incorporated Sporting or Recreation Club/Association.
 - (d) Where a User Management (Licence) Agreement, Seasonal Usage Agreement and/or One-off Hire Arrangement are/is entered into, charges would apply in accordance with the Council's adopted annual fees and charges schedule.
 - (e) The statements that apply for any request for Sporting Related Minor Capital Infrastructure also apply for any request for the provision or upgrade of Community Sporting Facilities.

(3) Passive Reserves

1. The City has passive reserves available for the community to use. The following applies in relation to access:
 - (a) Passive reserves are unable to be hired for exclusive use in a particular time period.

[2]

Item 12.6 Attachment 1

DAPPS 28/02/2019

Title	Usage & Management of Community & Sporting Facilities
Policy Number (Governance Purpose)	



- (b) Access to areas is on a first come first serve basis. This includes BBQ's and Playground equipment.
- (c) Users seeking to utilise passive reserves for an event should notify the City to minimise disruption on their planned activities (e.g. conflicts with other events, irrigation, maintenance or works) and to ensure users comply with all relevant legislation and related City policies.
- (d) Council in its schedule of fees and charges will apply an administrative fee for the facilitation of services post notification that minimise disruption on passive reserve usage for events.
- (e) The City of Cockburn Administration will develop and regularly review operational conditions of hire which are consistent with relevant legislation and Local Laws.

(4) Sporting Related Minor Capital Infrastructure

1. The City receives various requests for the provision and/or upgrading of sporting related minor capital infrastructure on land owned or managed by the City. The following applies for all requests and subsequent installation or construction (unless otherwise specified):
2. All requests should provide the background and rationale for the proposal.
3. Requests will be initially directed to the City's Minor and Major Capital Works Grants Program (where applicable).
4. All projects should clarify whether planning or building approvals are required with the relevant department.
5. All projects, where relevant, should meet the appropriate Australian Standards.
6. Community consultation may be required as part of the delivery process as determined by City Officers.
7. Items that are fixed or are in-situ will be owned by the City and will become a City asset. Subsequently, they will also be maintained by the City unless otherwise specified.

(5) Sports Floodlighting

1. LED is the preferred luminaire for floodlighting a sporting reserve.
2. The minimum standard for new provision of floodlights will be as described in the relevant Australian Standard for club training level.

[3]



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Item 12.6 Attachment 1

Title	Usage & Management of Community & Sporting Facilities
Policy Number (Governance Purpose)	



3. All sports floodlighting projects will require the engagement of a suitably qualified electrical engineer.
4. Any requests by sporting clubs over and above these standards which include the need to upgrade supporting infrastructure (e.g. switchboards, power supply) will be at the cost of the club.
5. Pricing for sports floodlighting will be based a cost-neutral model where the user will pay for electricity costs.

(6) Definitions

Active Reserve: public open space that is used for organised sports, generally hired by sporting clubs.

Community Facility: common term for community centre or community hall, available for hire by booking through the City of Cockburn.

Community Sporting Facility: ancillary infrastructure that supports organised sporting activities including clubrooms and stand-alone change rooms and toilets or toilets only on an active reserve.

Event: organised activity on a reserve which may include, but not be limited to, a birthday party, wedding, concert, outdoor markets and/or community gathering.

Passive Reserve: public open space not used for organised sports.

Sporting Minor Capital Infrastructure: all other infrastructure on an active reserve that is not considered a Community Sporting Facility.

Sports Floodlighting: specific lighting dedicated for organised sporting activities, excluding perimeter lighting or car park lighting.

Strategic Link:	Community Sport & Recreation Facilities Plan 2018 - 2033
Category	Sport and Recreation
Lead Business Unit:	Recreation and Community Safety
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[4]

Item 12.6 Attachment 2

DAPPS 28/02/2019

POL	HIRE OF COUNCIL COMMUNITY CENTRES & HALLS	ACS8
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POLICY CODE:	ACS8
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	182/001
DATE FIRST ADOPTED:	18 November 1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS8
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	26 July 2012 28 August 2014	25 August 2016
OCM:	18 November 1997 17 September 2002	9 August 2012 11 September 2014

BACKGROUND:

The City provides a number of halls within the Municipality for use by the community.

PURPOSE:

To set guidelines for the use of community halls.

POLICY:

- (1) Council will establish a schedule of fees for the usage of Council's community centres and halls managed by the City which are affordable to community and private organisations and private individuals and at a level to cover at least operational costs.
- (2) Council will annually review the schedule of fees to ensure they meet the criteria of affordability and cost recovery.
- (3) Any reduction in fees for hall usage by community organisations will be shown as a donation in Councils financial records.
- (4) Council's Administration will develop and regularly review operational conditions of hire which are consistent with relevant legislation and Local Laws.

[1]



DAPPS 28/02/2019

Item 12.6 Attachment 3

POL	CRITERIA FOR AGREEMENTS FOR MANAGEMENT OF THE CITY'S CLUB/CHANGEROOMS	ACS10
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POLICY CODE:	ACS10
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 September 2002
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS10
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 July 2012 28 August 2014 25 August 2016
OCM:	17 September 2002 9 August 2012 11 September 2014

BACKGROUND:

The provision of community infrastructure for recreational, education and sporting purposes is one of the primary responsibilities of Local Government. The City of Cockburn has developed and owns a number of community sporting facilities located on active reserves across the City. It has been a long standing position of the City that it subsidises the cost of providing sports activities for juniors with seniors being required to cover a higher percentage of these cost of services provided to them.

The usage of these facilities is managed by Recreation Services and a number of management methods have been used in the past to ensure facilities are maintained and well utilised. These agreements have been in the form of:

- Lease Agreements
- User Management Agreements
- Seasonal Usage Agreements

[1]

POL	CRITERIA FOR AGREEMENTS FOR MANAGEMENT OF THE CITY'S CLUB/CHANGEROOMS	ACS10
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PURPOSE:

To establish a clear position by the City in regards to managing sporting facilities on active reserves by providing Seasonal Usage Agreements:

1. Seasonal Licence Allocations
2. Leases

POLICY:

- (1) The City's preference for the management of its sporting clubrooms and change rooms is to enter either a Lease Agreement or a Seasonal Licence with an Incorporated Sporting Club/Association. Non-incorporated clubs/associations will not be permitted to enter into an agreement with the City.
- (2) If a Lease is not appropriate or agreed, then a Seasonal User Agreement will be entered into between the City and Incorporated Club or Association. Charges would apply in accordance with the City of Cockburn adopted annual fees and charges schedule.

[2]



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Item 12.6 Attachment 4

POS	OUTDOOR SPORT LIGHTING ON RECREATION RESERVES	PSEW17
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POSITION STATEMENT CODE:	PSEW17
DIRECTORATE:	Engineering & Works
BUSINESS UNIT:	Parks & Environment
SERVICE UNIT:	Park Service
RESPONSIBLE OFFICER:	Parks Manager
FILE NO.:	182/002
DATE FIRST ADOPTED:	14 June 2007
DATE LAST REVIEWED:	9 March 2017
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 August 2015 23 February 2017
OCM:	14 February 2013 10 September 2015

BACKGROUND:

From time to time the City receives requests for the provision and/or upgrading of sports floodlighting on recreation reserves. Frequently, requests are received for a level and extent of lighting that exceeds the minimum required for recreational night training and match play purposes.

PURPOSE:

1. To provide direction to officers in their advice to sports clubs as to the extent and standard of lighting that may be provided; and
2. To ensure that a consistent and equitable approach is applied to the provision of sports lighting.

POSITION:

1. Lighting on sports fields shall satisfy the user(s) of the facility within reason and meet the relevant Australian Standards
2. The provision of sustainable lighting installed to recreation reserves will be for training purposes and meet the relevant Australian Standards for that particular sport.
3. Lighting for training purposes will be installed to comply with the relevant Australian Standard for the particular sport being played on the reserve. Pole

[1]

Item 12.6 Attachment 4

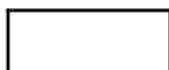
DAPPS 28/02/2019

POS	OUTDOOR SPORT LIGHTING ON RECREATION RESERVES	PSEW17
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heights, number of luminaries and their wattage will identify the lux level generated to determine area for training.

4. The provision of lighting for competition can be installed at the request of the sporting club with consideration of the following:
 - 4.1 Club to submit formal request for competition lighting;
 - 4.2 Club to engage qualified electrical engineer to develop lighting design;
 - 4.3 All designs to meet the current Australian Standards for the specific sport
 - 4.4 Any addition power supply required to support competition lighting will be at the full cost to the sporting club;
 - 4.5 Conduct community consultation with officers to determine any impact on surrounding residents;
 - 4.6 Club to fund difference between cost of training lights (if not already supplied) and the cost of the competition standard lighting;
 - 4.7 Council to endorse proposal.
5. Sports floodlighting shall be in accordance with the:
 - 5.1 City of Cockburn's Standard Specification For the Design of Outdoor Sport Lighting; and
 - 5.2 City of Cockburn's Standard Specification For the Installation of Outdoor Sport Lighting.
6. It should be noted that this Position Statement does not circumvent a requirement to obtain the necessary planning and building approvals that may be required.

[2]



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Item 12.6 Attachment 5

POS	REPLACEMENT OF CRICKET PITCH ARTIFICIAL TURF	PSCS13
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POSITION STATEMENT CODE:	PSCS13
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	182/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	26 July 2012 28 August 2014 25 August 2016
OCM:	1997 9 August 2012 11 September 2014

BACKGROUND:

Council has, in the past, been in conflict with community cricket clubs over the replacement of synthetic pitch surfaces.

PURPOSE:

To ensure a reasonable standard and fair share of costs are applied when the necessity for replacement of artificial cricket pitch surfaces arises.

POSITION:

- (1) All new cricket wicket artificial turf installed in the City of Cockburn henceforth, will be the 12.5mm pile carpet.
- (2) If a cricket wicket turf is of the 12.5mm pile and 5 years old and subject to regular wear and tear, then funds are to be drawn from the reserve maintenance fund to cover the entire cost of replacement, upon request from the club, association, and recommendation from Council maintenance staff.
- (3) If a cricket wicket is of the 9mm pile and three years old and subject to regular wear and tear then funds be drawn from the reserve maintenance

[1]

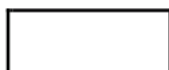
POS	REPLACEMENT OF CRICKET PITCH ARTIFICIAL TURF	PSCS13
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fund to cover the entire cost of replacement upon request from the club, association and recommendation from Council maintenance staff.

- (4) If any pitch is less than 3 years old and requested to be replaced, excepting damage from vandalism, that a contribution from the club be made towards its replacement, with Council's contribution being up to 50%.

To be deleted

[2]



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Item 12.6 Attachment 6

DA	HIRE OF COUNCIL COMMUNITY CENTRES AND HALLS USAGE AND MANAGEMENT OF COMMUNITY AND SPORTING FACILITIES	ACS8LGA CS12
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DELEGATED AUTHORITY CODE:	ACS8LGACS12
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager Recreation and Community Safety Recreation Services Co-ordinator
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
POLICY REF.:	ACS8
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 28 August 2014	26 May 2016 25 August 2016
OCM:	9 April 2009 14 June 2012	11 September 2014 9 June 2016

FUNCTION DELEGATED:

The authority to apply conditions for the use of Council ~~controlled~~ controlled community halls ~~Community Facilities and authority to negotiate agreements classified as Community Sporting Facilities as described in Council Policy Usage and Management of Community and Sporting Facilities, and the authority to execute agreements classified as Community Sporting Facilities as described in Council Policy Usage and Management of Community and Sporting Facilities.~~

CONDITIONS/GUIDELINES:

(1) ~~The following conditions~~ conditions/guidelines should be read in conjunction with the sub-headings listed in Council Policy Usage and Management of Community and Sporting Facilities. ~~Facilities can be approved under this delegation in conjunction with conditions listed in Council Policy "Usage and Management of Community and Sporting Facilities"~~

1. Community Facilities

- (1) ~~Advertise the fees in accordance with Section 6.19 of the Local Government Act 1995;~~
- (2) ~~The Senior Recreation Facilities and Reserves Officer and/or Community Facilities Project Officer will make recommendations to the Coordinator, Recreation Services in reference to any reduction of the cost of hire to community groups.~~

[1]

Item 12.6 Attachment 6

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DA	<u>HIRE OF COUNCIL COMMUNITY CENTRES AND HALLS</u> <u>USAGE AND MANAGEMENT OF COMMUNITY AND SPORTING FACILITIES</u>	<u>ACS8LGA</u> <u>CS12</u>
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~~(3) Conditions of hire for the usage of Council's Community Centres and Halls will be established and regularly reviewed.~~

~~(4) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.~~

2. Community Sporting Facilities

~~(1) Agreements to provide that all current regular facility users at the commencement date of the negotiated arrangements are to be provided with reasonable access rights similar to those in place prior to the making of the Agreement.~~

~~(2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.~~

3. Passive Reserves

~~Conditions for the usage of Passive Reserves will be established and regularly reviewed.~~

~~(2) Any reduction of fees may be applied a customer service measure.~~

~~(3) Any payment extensions for unpaid usage fees that enable continued access.~~

~~4. All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.~~

AUTONOMY OF DISCRETION:

As provided in Council Policy

Usage and Management of Community and Sporting Facilities

ACS8xxxx.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995 sec 5.42 and 5.44

Council Policy ACS8-xxxx-'Hire Of Council Community Centres And Hall Usage and Management of Community and Sporting Facilities' refers.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

[2]



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Item 12.6 Attachment 6

DA	HIRE OF COUNCIL COMMUNITY CENTRES AND HALLS SUSAGE AND MANAGEMENT OF COMMUNITY AND SPORTING FACILITIES	ACS8LGA CS12
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DELEGATE/S AUTHORISED:

~~Manager Recreation and Community Safety~~
~~Recreation Services~~ Co-ordinator ~~Recreation Services~~
~~Senior Recreation Facilities and Reserves Officer (only items under Community Sporting~~
~~Facilities — Seasonal Licence Arrangement)~~

[3]

Item 12.6 Attachment 7

DAPPS 28/02/2019

DA	AGREEMENTS FOR MANAGEMENT OF COUNCIL CLUB/CHANGEROOMS	ACS10
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DELEGATED AUTHORITY CODE:	ACS10
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
POLICY REF.:	ACS10; AES2
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	28 August 2014	25 August 2016
OCM:	9 April 2009	11 September 2014
	14 June 2012	9 June 2016

FUNCTION DELEGATED:

The Authority to negotiate agreements for the management of Council owned Club/Changerooms.

CONDITIONS/GUIDELINES:

- (1) Agreements to provide that all current regular facility users at the commencement date of the negotiated arrangements are to be provided with reasonable access rights similar to those in place prior to the making of the Agreement.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in Conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

- Council Policy ACS10 "Criteria For Agreements For Management Of Council Club / Changerooms" refers.
- AES2 "Council's Common Seal" refers.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

[1]



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Item 12.6 Attachment 7

DA	AGREEMENTS FOR MANAGEMENT OF COUNCIL CLUB/CHANGEROOMS	ACS10
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DELEGATE/S AUTHORISED:

Manager, Recreation & Community Safety

To be deleted

[2]

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Item 12.7

12.7 (2019/MINUTE NO 0018) COMMUNITY FUNDING FOR SPORTING CLUBS & INDIVIDUALS POLICY

Author(s)	D Burton
Attachments	<ol style="list-style-type: none"> 1. Policy - Community Funding for Sport Clubs & Individuals ↓ 2. New Delegated Authority - LGACS13-Community Funding for Sport Clubs & Individuals ↓ 3. Policy - ACS12-Sports & Recreation Sports Club Grants (to be deleted) ↓ 4. Delegated Authority - ACS12-Sports & Recreation Sports Club Grants (to be deleted) ↓ 5. Delegated Authority - LGACS9-Youth Travel Assistance (to be deleted) ↓

RECOMMENDATION

That Council:

- (1) adopt proposed Policy Community Funding For Sporting Clubs and Individuals;
- (2) adopt proposed new Delegated Authority LGACS13 'Community Funding For Sporting Clubs and Individuals'; and
- (3) delete Policy ACS12 Sports and Recreation Sports Club Grants, Delegated Authority DA ACS12 Sports and Recreation Sports Club Grants and Delegated Authority LGACS9 Youth Travel Assistance;

as shown in the attachments to the Agenda.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

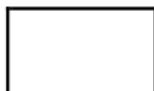
That the recommendation be adopted.

CARRIED 3/0

Background

This Policy has been reviewed as part of the Policy Review Project. This policy was identified as a Review Priority 2, due for presentation at February DAPPS meeting, in accordance with the adopted Schedule Plan for Council Policies review.

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The review has been completed and is therefore submitted for consideration.

Submission

N/A

Report

A review of policy ACS12 Sport and Recreation Sports Clubs Grants was undertaken. The purpose and intent of the policy has been maintained and while the majority of content has been carried over to the proposed policy, the following is a list of the significant changes:

Change	Rationale
Policy Name	Proposed Policy is now named 'Community Funding for Sporting Clubs and Individuals' to ensure individual grants are reflected in the name of the policy.
Background	This has been removed as it provides no difference to implementation of the policy.
Special Conditions Clause	Added to policy. At times, clubs will be required to undertake further actions in relation to their proposed project or in order to become more sustainable. Special conditions may include undertaking community consultation on the project or completing the development of a Club Business or Operational Plan in order to improve club management and sustainability.
Healthy Canteens	Scope has been expanded to include seeking nutritional advice to build capacity of volunteers.

As part of the policy review it was identified that the following Delegated Authorities are aligned to the single policy:

- ACS12 – Sport and Recreation Sports Club Grants; and
- LGACS9 – Youth Travel Assistance

Subsequently, these policies are proposed to be amalgamated to align with the intent of the proposed policy. The amalgamated proposed new Delegated Authority has no significant changes other than removal of



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the duplication of conditions which are now listed in the proposed policy.

Strategic Plans/Policy ImplicationsCommunity, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Create and maintain recreational, social and sports facilities and regional open space.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Should Council not adopt the proposed documents, this will not align with the purpose of the Policy Review Project. Furthermore, duplication of conditions and guidelines may impact implementation by officers and understanding by the community.

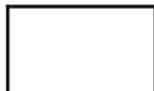
Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

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DAPPS 28/02/2019

Item 12.7 Attachment 1

Title	Community Funding for Sporting Clubs & Individuals
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

To provide a framework of funding for sporting clubs and individuals that supports activities and builds their capacity to participate in sport and recreation. This specifically includes:

- (1) Support sporting clubs to undertake minor and major upgrades, alterations and additions of infrastructure to Council property to benefit the respective club(s) and the City.
- (2) Support sporting clubs to purchase essential sports equipment to ultimately provide better opportunities to attract and retain participation for sport.
- (3) Encourage sporting clubs to provide healthier food options to their club members and the wider City of Cockburn community.
- (4) Support local elite athletes financially to travel to State and National sporting competition.

Policy Statement

To approve applications for the Sport and Recreation Champion Club Grants in accordance with the evaluation and selection criteria set out below.

- (1) Major Capital Works Grant
 1. The maximum grant available is \$50,000 and the Council contribution towards projects will not exceed 50% of the total project cost.
 2. Two grant rounds will be offered each financial year, closing dates will be displayed on the City of Cockburn's website.
 3. The following eligibility criteria will apply:
 - (a) The project will be completed within one year of the award of grant funding.
 - (b) Contributions of voluntary labour and donated materials can be recognised as a component of the applicant's contribution – refer to 'Sport & Recreation Club Grants Guidelines for Applicants' for further details.
 - (c) Additional information must be attached to the application form i.e. quotes
 - (d) Once a club has a successful application, they cannot apply for the grant again for three years and until they have acquitted all previous grant funding.

[1]

Item 12.7 Attachment 1

DAPPS 28/02/2019

Title	Community Funding for Sporting Clubs & Individuals
Policy Number (Governance Purpose)	



(2) Minor Capital Works Grant

1. The maximum grant available is \$4,000 per project.
2. Council's contribution towards projects will not exceed 50% of the total project cost.
3. Applications are open all year round.
4. Clubs may receive only one successful application in each financial year.

(3) Healthy Canteen Incentive

1. The Healthy Canteen Incentive is a one-off payment of up to either \$150 towards canteen nutritional advice or healthier food options purchased through the Star Choice Buyers Guide or up to \$300 towards healthier food options equipment.
2. Two grant rounds will be offered each financial year; closing dates will be displayed on the City of Cockburn's website.

(4) Sports Equipment Grant

1. The Sports Equipment Grant is up to \$1,000 per project. Council's contribution towards projects will not exceed 50% of the total project cost.
2. Applications are open all year round.
3. Clubs may receive only one successful application in each financial year

(5) Junior Sports Travel Assistance

1. The Junior Sport Travel Assistance program provides up to \$400 towards travel cost for individual athletes representing WA or Australia in a competition selected by a State or National Sporting Organisation.
2. Applicants must be travelling a minimum 100kms outside of the City of Cockburn.
3. Junior athletes applying must be residents of the City of Cockburn.
4. Applications are accepted throughout the year with closing dates being the first Friday of March, June, September, and December and successful applicants paid at end of month.
5. Applications are open to any person aged 18 years or younger by the closing date.
6. Successful applicants will only be eligible for funding once in any 12 month period.

[2]



DAPPS 28/02/2019

Item 12.7 Attachment 1

Title	Community Funding for Sporting Clubs & Individuals
Policy Number (Governance Purpose)	



7. An application for funding may be made up to three months before the date of travel.

(6) Additional Criteria

1. Applicants must have no outstanding debt or financial obligation with the City of Cockburn before funds can be granted towards any project.
2. No additional funding will be provided over the approved application.
3. For the Major Capital Works Grant, Minor Capital Works Grant, Healthy Canteen Incentive and Sports Equipment Grant the following applies:
 - (a) Open to incorporated sport or recreation clubs only.
 - (b) Sporting Clubs must have memberships open to the residents of the City and should show they are servicing a significant number of local residents.
 - (c) The City reserves the right to impose special conditions on the funding.
4. For the Minor and Major Capital Works Grants specifically; sporting clubs must be based or operating within the City of Cockburn under a lease or seasonal licence on Council owned or managed property.

Strategic Link:	Community Sport & Recreation Plan
Category	Sport and Recreation
Lead Business Unit:	Recreation and Community Safety
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

Item 12.7 Attachment 2

DAPPS 28/02/2019

DA	COMMUNITY FUNDING FOR SPORTING CLUBS AND INDIVIDUALS	LGACS13
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DELEGATED AUTHORITY CODE:	LGACS13
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Co-ordinator Recreation Services
FILE NO.:	
DATE FIRST ADOPTED:	
DATE LAST REVIEWED:	
POLICY REF.:	
VERSION NO.	

Dates of Amendments / Reviews:		
DAPPS Meeting:		
OCM:		

FUNCTION DELEGATED:

The authority to evaluate funding submissions in accordance with grant programs listed under policy Community Funding for Sporting Clubs and Individuals and to manage and allocate funds to submissions compliant with this policy and respective guidelines.

CONDITIONS/GUIDELINES:

- (1) To approve applications for the following grant programs:
 1. Major Capital Works Grant
 2. Minor Capital Works Grant
 3. Healthy Canteens Incentive
 4. Sports Equipment Grant
 5. Junior Sports Travel Assistance
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

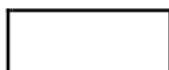
AUTONOMY OF DISCRETION:

As provided as in the conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995 sec 5.42 and 5.44
Council Policy "Community Funding for Sporting Clubs and Individual" refers.

[1]



DAPPS 28/02/2019

Item 12.7 Attachment 2

DA	COMMUNITY FUNDING FOR SPORTING CLUBS AND INDIVIDUALS	LGACS13
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DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

DELEGATE/S AUTHORISED:

Director, Governance & Community Services
Manager, Recreation & Community Safety
Co-ordinator Recreation Services

[2]

Item 12.7 Attachment 3

DAPPS 28/02/2019

POL	SPORT AND RECREATION CHAMPION CLUB GRANTS	ACS12
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POLICY CODE:	ACS12
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Co-ordinator, Recreation Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	11 December 2008
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	Yes
DELEGATED AUTHORITY REF.:	ACS12
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	20 November 2008	25 August 2016
	24 May 2012	24 August 2017
	28 August 2014	
OCM:	11 December 2008	11 September 2014
	14 June 2012	8 September 2016

BACKGROUND:

Sport and Recreation plays an important role in keeping our local community vibrant and active. The City of Cockburn is fortunate to have a number of local sporting clubs that provide a variety of sporting opportunities to the wider community.

The following Sport and Recreation Champion Club Grants have been developed by the City to further reflect commitment to support local sporting clubs by contributing to junior elite athletes travel costs, the purchase of essential sports equipment, implementing healthier canteens, minor capital works projects and annual capital works projects:

Junior Sport Travel Assistance (JSTA) - program helps local athletes by providing financial assistance for travel to State and National competitions.

Healthy Canteen Incentive (HCI) - is to assist local sporting clubs provide healthier food options to the City of Cockburn community at sport & recreation facilities.

Sports Equipment Grant (SEG) - is to aid in upgrading sporting equipment with the aim to increase community participation in sport and recreation.

Minor Capital Works Grant (MCWG) - aims to support sporting clubs to undertake the timely development and minor upgrading of infrastructure located on Council owned property.

Major Capital Works Grant (MJCWG) - is designed to plan and implement projects to develop, modify, upgrade, or extend sporting, recreation and community facilities.



POL	SPORT AND RECREATION CHAMPION CLUB GRANTS	ACS12
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PURPOSE:

The purpose of providing funding for Sport and Recreation Club Grants is to:

- support sporting clubs to undertake minor and major upgrading, alterations and additions of infrastructure to Council property to benefit the Club and the City;
- support sporting clubs to purchase essential club sports equipment to ultimately provide better opportunities to attract and retain participation for sport.
- Encourage sporting clubs to provide healthier food option to their club members and the wider City of Cockburn community.
- Support local elite athletes financially for travel to State and National sporting competition.

POLICY:

To approve applications for the Sport and Recreation Champion Club Grants in accordance with the evaluation and selection criteria set out below

- (1) The maximum grant available through the Major Capital Works Grant is \$50,000, Council's contribution towards projects will not exceed 50% of the total project cost. Two grant rounds will be offered each financial year, closing dates will be displayed on the City of Cockburn's website.

Eligibility Criteria:

- The MJCWG will only be available to incorporated and not-for-profit sport or recreation clubs.
- Clubs must be based or operating within the City of Cockburn under lease or seasonal licence on Council owned property.
- Clubs must be servicing a significant number of local residents.
- No additional funding will be provided over the approved application.
- Grants will not exceed 50% of the total project cost.
- The project will be completed within one year of the award of grant funding.
- Contributions of voluntary labour and donated materials can be recognised as a component of the applicant's contribution – refer to 'Sport & Recreation Club Grants Guidelines for Applicants' for further details.
- Additional information must be attached to the application form i.e. quotes
- Once a club has a successful application, they cannot apply for the MJCWG again for three years and until they have acquitted all previous grant funding.

Item 12.7 Attachment 3

DAPPS 28/02/2019

POL	SPORT AND RECREATION CHAMPION CLUB GRANTS	ACS12
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- (2) The maximum grant available through the Minor Capital Works Grant is \$4,000 per project. Council's contribution towards projects will not exceed 50% of the total project cost.
- (3) The Healthy Canteen Incentive is a one-off payment of up to either **\$150** towards healthier food options purchased through the Star Choice Buyers Guide or up to **\$300** towards healthier food options equipment. Two grant rounds will be offered each financial year; closing dates will be displayed on the City of Cockburn's website.
- (4) The Sports Equipment Grant is up to **\$1,000** per project. Council's contribution towards projects will not exceed 50% of the total project cost.
- (5) The Junior Sport Travel Assistance programs provides up to \$400 towards travel cost for athletes representing WA or Australia 100kms from their residence. Junior athletes applying for the JSTA must be residents of the City of Cockburn. Closing dates are the first Friday of March, June, September, and December.

Sport and Recreation Club Grants will only be open to incorporated sporting clubs only.

Sporting clubs must be based or operating within the City of Cockburn under a lease or seasonal licence on Council owned property.

Sporting Clubs must have memberships open to the residents of the City and should show they are servicing a significant number of local residents.

Applicants must have no outstanding debt or financial obligation with the City of Cockburn before funds can be granted towards any project.



DAPPS 28/02/2019

Item 12.7 Attachment 4

DA	SPORT AND RECREATION CLUBS GRANT – SPORT & RECREATION	ACS12
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DELEGATED AUTHORITY CODE:	ACS12
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Co-ordinator, Recreation Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 September 2017
POLICY REF.:	ACS12
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 28 August 2014 26 May 2016	25 August 2016 24 August 2017
OCM:	9 April 2009 14 June 2012 11 September 2014	9 June 2016 8 September 2015

FUNCTION DELEGATED:

The authority to evaluate and prioritise funding submissions to Council in accordance with the Sport and Recreation Champion Club Grant guidelines and to manage and allocate funds to compliant submissions.

CONDITIONS/GUIDELINES:

To approve applications for the Sport and Recreation Champion Club Grants in accordance with the evaluation and selection criteria set out below:

- (1) The maximum grant available through the Major Capital Works grant is \$50,000. Council's contribution towards projects will not exceed 50% of the total project cost. Two grant rounds will be offered each financial year; closing dates will be displayed on the City of Cockburn's website.

Eligibility Criteria:

- The MJCWG will only be available to incorporated and not-for-profit sport or recreation clubs.
- Clubs must be based or operating within the City of Cockburn under lease or seasonal licence on Council owned property.
- Clubs must be servicing a significant number of local residents.
- No additional funding will be provided over the approved application.
- Grants will not exceed 50% of the total project cost.
- The project will be completed within one year of the award of grant funding.

[1]

Item 12.7 Attachment 4

DAPPS 28/02/2019

DA	SPORT AND RECREATION CLUBS GRANT – SPORT & RECREATION	ACS12
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- Contributions of voluntary labour and donated materials can be recognised as a component of the applicant's contribution – refer to 'Sport & Recreation Club Grants Guidelines for Applicants' for further details.
 - Additional information must be attached to the application form i.e. quotes
 - Once a club has a successful application, they cannot apply for the MJCWG again for three years and until they have acquitted all previous grant funding.
- (2) The maximum grant available through the Minor Capital Works Grant is \$4,000 per project. Council's contribution towards projects will not exceed 50% of the total project cost.
 - (3) The Healthy Canteen Incentive is a one-off payment of up to either \$150 towards healthier food options purchased through the Star Choice Buyers Guide or up to \$300 towards healthier food options equipment. Two grant rounds will be offered each financial year; closing dates will be displayed on the City of Cockburn's website.
 - (4) The Sports Equipment Grant is up to \$1,000 per project. Council's contribution towards projects will not exceed 50% of the total project cost.
 - (5) The Junior Sport Travel Assistance programs provides up to \$400 towards travel cost for athletes representing WA or Australia 100kms from their residence. Junior athletes applying for the JSTA must be residents of the City of Cockburn. Closing dates are the first Friday of March, June, September, and December.
 - (6) Sport and Recreation Champion Club Grants will only be open to incorporated sporting clubs only.
 - (7) Sporting clubs must be based or operating within the City of Cockburn under a lease or seasonal licence on Council owned property.
 - (8) Sporting Clubs must have memberships open to the residents of the City and should show they are servicing a significant number of local residents.
 - (9) Applicants must have no outstanding debt or financial obligation with the City of Cockburn before funds can be granted towards any project.
 - (10) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

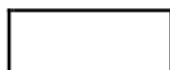
AUTONOMY OF DISCRETION:

As provided as in the conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy ACS12 "Sport and Recreation Clubs Grant – Sport and Recreation" refers.

[2]



DAPPS 28/02/2019

Item 12.7 Attachment 4

DA	SPORT AND RECREATION CLUBS GRANT – SPORT & RECREATION	ACS12
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DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

DELEGATE/S AUTHORISED:

Director, Governance & Community Services

Manager, Recreation & Community Safety

Co-ordinator, Recreation Services

To be deleted

[3]

Item 12.7 Attachment 5

DAPPS 28/02/2019

DA	LOCAL GOVERNMENT ACT, 1995 – YOUTH SPORTS TRAVEL ASSISTANCE GRANT	LGACS9
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DELEGATED AUTHORITY CODE:	LGACS9
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Recreation Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Development
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

Authority to allocate Youth Sports Travel Assistance Awards.

CONDITIONS/GUIDELINES:

- (1) Applicants to be assessed in accordance with established criteria, as attached.
- (2) Award allocations to be contained within budget.
- (3) Elected Members to be informed in the Elected Members Newsletter of the outcome of the applications.
- (4) Successful applicants to be invited to attend a presentation ceremony.
- (5) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in conditions above.

[1]



DAPPS 28/02/2019

Item 12.7 Attachment 5

DA	LOCAL GOVERNMENT ACT, 1995 – YOUTH SPORTS TRAVEL ASSISTANCE GRANT	LGACS9
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LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995 sec 5.42 and 5.44

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub delegate this authority to:

SUB-DELEGATE/S:

Manager, Recreation & Community Safety
Co-ordinator Recreation Services

To be deleted

[2]

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DA	LOCAL GOVERNMENT ACT, 1995 – YOUTH SPORTS TRAVEL ASSISTANCE GRANT	LGACS9
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YOUTH SPORT TRAVEL ASSISTANCE AWARDS

CRITERIA FOR APPLICANTS

- Any person aged 18 years or younger, as of the application closing date, is eligible.
- Applicants must be travelling more than 100 km. outside the City of Cockburn.
- Applicants must have been selected by the State or National Sporting body to represent Western Australia or Australia. A clear selection process entitling the person to represent the State or National body must be demonstrated. A letter of selection from that State or National body must accompany the application.
- Applicants must be residents of the City of Cockburn.
- Successful applicants will only be eligible for City of Cockburn Junior Travel Assistance ONCE in any 12 month period. For example, if you receive funding in the March round of Junior Travel Assistance, you will not be eligible for funding again until the next March round.
- Application for Assistance may be made 3 months before or after the date of travel.
- Individuals may receive up to a maximum of \$400 per successful application.
- All successful applicants, or a representative, must be available if practicable to attend the presentation ceremony to receive their grant.

Please note for further information please contact the Recreation Development Officer on 9411 3654.

[3]



Item 12.8

DAPPS 28/02/2019

12.8 (2019/MINUTE NO 0019) PROPOSED POLICY FRAMEWORK FOR FUNDING FOR COMMUNITY ORGANISATIONS AND INDIVIDUALS

Author(s)	B Miller
Attachments	<ol style="list-style-type: none"> 1. Policy - Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships) ↓ 2. Amended Delegated Authority - LGACS2-Local Government Act 1995 - Minor Funding (Small Grants, Donations & Subsidies) ↓ 3. Amended Delegated Authority - LGACS7-Local Government Act 1995, Funding Assistance-Community Associations ↓ 4. New Delegated Authority - LGACS14 'Community Funding for Community Organisations & Individuals' ↓ 5. Policy - SC35-Grants, Donations & Sponsorships - Community Organisations & Individuals (to be deleted) ↓ 6. Policy - ACS1-Community Welfare Funding (to be deleted) ↓ 7. Policy - ACS7-Donations to Schools (to be deleted) ↓ 8. Policy - ACS11-Youth Academic Assistance (to be deleted) ↓ 9. Policy - ACS16-Community Innovation & Participatory Budgeting (to be deleted) ↓ 10. Policy - ACS17-Major Funding Proposals & Committed & Contractual Funding (to be deleted) ↓ 11. Delegated Authority - LGACS10-Local Government Act 1995 - Youth Art Scholarship Programme (to be deleted) ↓ 12. Delegated Authority - ACS1-Community Welfare Funding (to be deleted) ↓ 13. Delegated Authority - ACS2-Applications for Grant & Individual Sponsorship Funded Projects (to be deleted) ↓ 14. Delegated Authority - ACS7-Donations to Schools - Reimbursements (to be deleted) ↓ 15. Delegated Authority - ACS11-Youth Academic Assistance (to be deleted) ↓ 16. Delegated Authority - ACS15-Community Innovation & Participatory Budgeting (to be deleted) ↓ 17. Grants & Donations Policy Review Framework ↓ 18. Grants & Donations Procedure Flowchart ↓

DAPPS 28/02/2019

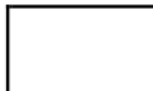
Item 12.8

RECOMMENDATION

That Council:

- (1) adopt the following proposed Policy and associated Delegated Authorities, as shown in the attachments to the Agenda:
 1. Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) Policy – Attachment 1;
 2. Amended Delegated Authority LGACS2 Local Government Act, 1995 – Minor Funding (Small Grants, Donations and Subsidies) – Attachment 2;
 3. Amended Delegated Authority LGACS7 Local Government Act, 1995 – Funding Assistance – Community Associations – Attachment 3; and
 4. Delegated Authority LGACS14 'Community Funding for Community Organisations and Individuals' – Attachment 4.
- (2) deletes the following Policies and Delegated Authorities as shown in the attachment to the Agenda;
 1. SC35 – Grants, Donations and Sponsorships – Community Organisations and Individuals Policy – Attachment 5
 2. ACS1 – Community Welfare Funding Policy – Attachment 6
 3. ACS7 –Donations to Schools Policy – Attachment 7
 4. ACS11 –Youth Academic Assistance Policy – Attachment 8
 5. ACS16 – Community Innovation and Participatory Budgeting Policy – Attachment 9
 6. ACS17 – Major Funding Proposals and Committed and Contractual Funding Policy – Attachment 10
 7. LGACS10 Local Government Act 1995 – Youth Art Scholarship Programme Delegated Authority – Attachment 11
 8. ACS1 – Community Welfare Funding Delegated Authority – Attachment 12
 9. ACS2 – Applications for Grant & Individual Sponsorship Funded Projects Delegated Authority – Attachment 13
 10. ACS7 – Donations to Schools – Reimbursements Delegated

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Item 12.8

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Authority – Attachment 14	
11.	ACS11 – Youth Academic Assistance Delegated Authority – Attachment 15; and
12.	ACS15 – Community Innovation and Participatory Budgeting Delegated Authority – Attachment 16
(3)	notes that the associated document “Guidelines for Community Funding for Community Organisations and Individuals” will be referred to the Grants and Donations Committee for consideration
TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL	
COMMITTEE RECOMMENDATION	
MOVED Mayor L Howlett SECONDED Cr M Separovich	
That the recommendation be adopted.	
<u>CARRIED 3/0</u>	

Background

This Policy has been reviewed as part of the Policy Review Project. This Policy was identified as a Review Priority 2, due for presentation at the February DAPPS Meeting, in accordance with the adopted Schedule Plan for the Policies review.

The review has been completed and is therefore submitted for consideration.

Submission

N/A

Report

The proposed policy and framework outlines the funding provided to community groups, organisations, schools and individuals through the payment of grants, donations and sponsorships.

The proposed new policy amalgamates the following policies:

- SC35 – Grants, Donations and Sponsorships – Community Organisations and Individuals
- ACS1 – Community Welfare Funding



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- ACS7 – Donations to Schools
- ACS11 – Youth Academic Assistance
- ACS16 – Community Innovation and Participatory Budgeting
- ACS17 – Major Funding Proposals and Committed and Contractual Funding

The proposed policy has been streamlined to include the necessary information outlining the various funding streams and clearly displays the principal categories of funding in one location. Both ACS16 and SC35 have previously been reviewed several times in recent years through the Grants and Donations and DAPPS Committees and subsequently at the Ordinary Council Meetings. ACS17 is a relatively new policy that includes procedural content and has now been referenced in the proposed new policy.

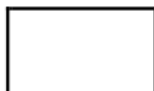
The proposed policy includes the addition of "Category G – Major and Minor Funding" to cover minor donations, subsidies, reimbursements and small funding programs that are currently captured under the following Delegated Authorities:

- LGASC2 City of Cockburn (Local Government Act) Local Laws – Grants
- LGACS7 Local Government Act, 1995 – Funding Assistance – Community Associations – Publication & Distribution Of Newsletters
- LGACS10 Local Government Act 1995 – Youth Art Scholarship Programme
- ACS1 – Community Welfare Funding
- ACS7 – Donations to Schools - Reimbursements
- ACS11 – Youth Academic Assistance
- ACS15 – Community Innovation and Participatory Budgeting

and the following corresponding Policies

- ACS17 – Major Funding proposals and Committed and Contractual Funding
- ACS1 – Community Welfare Funding
- ACS7 – Donations to Schools

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- ACS16 – Community Innovation and Participatory Budgeting
- ACS11 – Youth Academic Assistance

The proposed policy now guides how Council responds to requests for financial assistance in line with the City's Strategic Community Plan and aims to optimise the use of Council funds to support community groups, organisations and individuals to deliver social, environmental and economic benefits. This is utilised in conjunction with the associated Guidelines for 'Community Funding for Community Organisations and Individuals' that outlines the relevant eligibility, selection criteria, evaluation and limitations of each funding category that were previously contained in all the above policies and delegated authorities.

The new Framework is attached to the report, showing the current Policies and Delegated Authorities, the proposed new Policy, Delegated Authorities and Guidelines and identifies the Policies and Delegated Authorities that will become obsolete upon adoption of the new Framework.

Proposed Policy:

Council Policy – Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships)

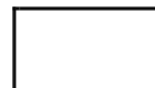
This includes a summary of the funding from the abovementioned policies and captures the programs and delegated authorities that are distributed from the Grants and Donations budget. There are some minor wording changes to retain consistency across the document and programs.

Revised Delegated Authorities:

1. LGACS2 Local Government Act, 1995 – Minor Funding (Small Grants, Donations and Subsidies) - renamed from LGASC2 City of Cockburn (Local Government Act) Local Laws – Grants and references the content from Delegated Authorities:

- ACS1 – Community Welfare Funding
- ACS7 – Donations to Schools - Reimbursements
- ACS11 – Youth Academic Assistance
- LGACS10 – Local Government Act 1995 – Youth Art Scholarship Programme

A new category of Youth Recognition and Reward has been incorporated which contains content from Delegated Authority Youth



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Academic Assistance (ACS11) and Delegated Authority Youth Art Scholarships (LGACS10).

2. LGACS7 Local Government Act, 1995 – Funding Assistance – Community Associations - renamed from LGACS7 Local Government Act, 1995 – Funding Assistance – Community Associations – Publication & Distribution of Newsletters

This includes a summary of funding available for community groups.

3. Proposed New Local Government Act Delegated Authority 'Community Funding for Community Organisations and Individuals'.

This includes the information with minor amendments to wording from the following two existing Delegated Authorities.

- ACS2 – Applications for Grant and Individual Sponsorship Funded Projects
- ACS15 – Community Innovation and Participatory Budgeting

Guidelines for Community Funding for Community Organisations and Individuals

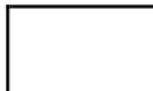
The objective of having one set of guidelines for the programs is for ease of use by the City and the community groups, organisations and individuals seeking funding. These guidelines contain the necessary details for applicants to follow and will be presented to the Grants and Donations Committee to consider and recommend their subsequent adoption.

This includes all the administrative information content for eligibility, selection and evaluation criteria from the abovementioned new Policy and captures the programs and the three (3) Delegated Authorities that are distributed from the Grants and Donations budget. Some minor wording changes have been made to retain consistency across the document.

It includes all previous guidelines that were separate attachments into one document and includes it in a formatted style and wording that is current, reflective of procedure and of a similar style in line with the City's Corporate Writing Style Guide.

The Grants and Donations Procedure Flowchart, shown at Attachment 18 to the report, depicts the process undertaken for the different major funding pools and clearly identifies what is administered under Delegated Authority and what is required to be approved by Council decision.

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Strategic Plans/Policy ImplicationsCommunity, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Council approved a budget for Grants and Donations for 2018/19 of \$1,350,000.

Legal Implications

N/A

Community Consultation

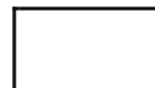
N/A

Risk Management Implications

The Council allocates a significant amount of money to support individuals and groups through a range of funding programs. There are clear guidelines and criteria established to ensure that Council's intent for the allocation of funds are met. To ensure the integrity of the process there is an acquittal process for individuals and groups to ensure funds are used for the purpose they have been allocated.

The reputation of the City of Cockburn could be seriously compromised should funds allocated to individuals or groups who did not meet the criteria and guidelines and / or did not use the funds for the purposes they were provided. Adherence to these requirements is essential.

The risk to Council of deferring a decision or not adopting the proposed Policy is that the old Policies and Delegated Authorities will continue when there is an opportunity to modernise and improve the Policy and Delegated Authorities to ensure clarity.

Advice to Proponent(s)/Submitters

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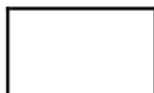
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N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

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Item 12.8 Attachment 1

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
Policy Number (Governance Purpose)	

**Policy Type**

Council

Policy Purpose

The purpose of this policy is to provide a framework for the provision of community funding to local community groups, organisations and individuals.

Policy Statement

- (1) Council provides up to two per cent of the annual rates income to a budget for grants, donations, sponsorships and subsidies. To ensure that these funds are distributed in a rational way, eligibility, selection and evaluation criteria are required for the assessment and prioritisation of applications to be funded.
- (2) The funds allocated to local community groups, organisations and individuals are to assist in the provision of activities and services that benefit the local community. This program is divided into seven (7) categories (A-G) to encourage and cater for a range of applications and activities.

Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category A – Community Grants	One-off projects, programs or activities that benefit the wider Cockburn community.	Twice a year, in March and September	\$15,000	Delegated Authority
Category B – Cultural Grants	Events, projects, workshops and residencies that embody at least one of the diverse art and cultural interests of the Cockburn community.	Twice a year, in March and September	\$5,000	Delegated Authority
Category C – Sustainability Grants	Projects or activities that demonstrate Sustainability principles and themes for the benefit of the Cockburn community.	Annually in March	\$4,000	Delegated Authority
Category D - Small Events Sponsorship	Small-scale neighbourhood events across Cockburn.	Open all year round	\$3,000	Delegated Authority

[1]

Item 12.8 Attachment 1

DAPPS 28/02/2019

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
Policy Number (Governance Purpose)	



Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category E - Donations	Financial contribution towards operating or ongoing expenses for not for profit or benevolent organisations to assist the disadvantaged and/or vulnerable within the Cockburn community.	Twice a year, in March and September	\$20,000	Council Decision
Category F – Sponsorships	Financial contribution to a significant event, activity, service or endeavour to either a Group or Individual and, in return, the City receives public recognition for its contribution.	Groups - Twice a year, in March and September Individuals - open all year round	Groups - \$20,000 Individuals - \$1,000	Groups – Council Decision Individuals – Delegated Authority
Category G – Major and Minor Funding	Major funding proposals, minor funding and requests outside of established categories.	Upon enquiry and invitation to apply	Dependent on funding type	Dependent on funding type

- (3) The categories are described in further detail in the associated 'Community Funding Guidelines for Community Organisations and Individuals' that outlines the relevant selection and evaluation criteria, and limitations of each funding category.
- (4) Applicants for funding to be distributed from the Grants and Donations budget are required to apply and address the relevant criteria in one of the funding categories. Assessment and approval will be done according to the category and be done under the relevant delegated authority or recommendation by the Grants and Donations Committee to Council, and applicants cannot bypass these processes.
- (5) An applicant may successfully apply for and receive funding from two different categories from this policy per financial year, provided they meet the criteria for the particular category, however, the applications cannot be for the same project. Applicants that have been successful in previous years are eligible to apply provided all previous funding has been satisfactorily acquitted.

[2]



DAPPS 28/02/2019

Item 12.8 Attachment 1

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
Policy Number (Governance Purpose)	



Strategic Link:	Strategic Community Plan
Category	Community Support and Development
Lead Business Unit:	Community Development
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[3]

Item 12.8 Attachment 2

DAPPS 28/02/2019

DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT, 1995 – MINOR FUNDING (Small Grants, Donations and Subsidies)) LOCAL LAWS – GRANTS	LGACS2
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DELEGATED AUTHORITY CODE:	LGACS2
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	9

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 August 2017
	2 June 2015	24 May 2018
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	14 September 2017

FUNCTION DELEGATED:

The authority to make approve payment of minor grants, sponsorships, donations and subsidies available in the City's Grants and Donation budget donations as follows:

- (1) ~~Up to six tip passes or equivalent rubbish removal costs for schools/welfare groups or vulnerable individuals with a disability undertaking an essential clean-up of their area;~~
- (2) ~~The cost of hall hire less cleaning costs for School Award/Graduation functions in respect of halls under Council control, subject to the provisions of Part 7 of the City of Cockburn Consolidated Local Laws.~~
- (3) ~~Half the cost of hall hire for local groups based in Cockburn and charitable groups, where the groups are conducting fundraising functions for purposes which may benefit the City and its ratepayers, subject to the provisions of Part 7 of the City of Cockburn Consolidated Local Laws.~~
- (4) ~~Donations of up to \$200 to individuals and groups after consultation with the Mayor.~~

[1]



DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT, 1995 – MINOR FUNDING (Small Grants, Donations and Subsidies)) LOCAL LAWS – GRANTS	LGACS2
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- (5) ~~On a dollar for dollar basis to match funds raised by City Staff for benevolent purposes as approved by the Chief Executive Officer.~~
- (6) ~~All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.~~
- (7) ~~To small grants programs approved by Council from time to time.~~
- (8) ~~Bus Subsidy for Not for Profit Community groups based in the City of Cockburn, servicing a significant number of Cockburn residents for 50% of bus hire costs (excluding City of Cockburn bus hire) up to \$100 per claim (maximum 1 claim per month and for a maximum of \$500 per financial year).~~

CONDITIONS/GUIDELINES:

~~No donation be made to non-local groups or individuals (other than charitable groups). Excluding donations relating to (4) this authority is to make donations of up to \$200 to individuals and groups, but only after consultation with the Mayor.~~

- (1) Funding will be considered under the following sub-categories as provided for in Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships), Category G – Major and Minor Funding

1. Minor Donations
2. Subsidies
3. Minor Grants
4. Youth Reward and Recognition
5. Donations to Schools – Reimbursements
6. Community Welfare Funding

~~No donation be made to non-local groups or individuals (other than charitable groups). Excluding donations relating to (4) this authority is to make donations of up to \$200 to individuals and groups, but only after consultation with the Mayor.~~

- ~~(1) Up to six tip passes or equivalent rubbish removal costs for schools/welfare groups or vulnerable individuals with a disability undertaking an essential clean-up of their area;~~

- ~~(2) The cost of hall hire less cleaning costs for School Award/Graduation functions in respect of halls under Council control, subject to the provisions of Part 7 of the City of Cockburn Consolidated Local Laws.~~

- ~~(3) Half the cost of hall hire for local groups based in Cockburn and charitable groups, where the groups are conducting fundraising functions for purposes which may benefit the City and its ratepayers, subject to the provisions of Part 7 of the City of Cockburn Consolidated Local Laws.~~

[2]

Item 12.8 Attachment 2

DAPPS 28/02/2019

DA	CITY OF COCKBURN (LOCAL GOVERNMENT ACT, 1995 – MINOR FUNDING (Small Grants, Donations and Subsidies)) LOCAL LAWS – GRANTS	LGACS2
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- ~~(4) Donations of up to \$200 to individuals and groups after consultation with the Mayor.~~
- ~~(8) Bus Subsidy for Not for Profit Community groups based in the City of Cockburn, servicing a significant number of Cockburn residents for 50% of bus hire costs (excluding City of Cockburn bus hire) up to \$100 per claim (maximum 1 claim per month and for a maximum of \$500 per financial year).~~
- ~~(7) To small grants programs approved by Council from time to time.~~

~~The funds are available for Youth Art Scholarships to a maximum of \$500 to any one individual, with the actual amount to be determined at the discretion of the Delegated Officer in consideration of the overall cost of the travel or study and previous applications with arts based.~~

- ~~(2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.~~

AUTONOMY OF DISCRETION:

~~As provided in the Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' and associated Guidelines.~~

~~As provided in conditions above.~~

~~The authority to make minor donations of up to \$200 to individuals and groups, but only after consultation with the Mayor.~~

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

~~City of Cockburn (Local Government Act) Local Laws 2000 (Part 7)~~

~~Local Government Act, 1995, s3.5, s5.42 and s5.44~~

~~Council Policy – Community Funding for Community organisations and Individuals (Grants, Donations and Sponsorship)~~

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED:

Manager, Community Development

~~Manager, Corporate Communications – (Item 1.44.2 only)~~

~~Art and Cultural Development Coordinator – (Item 1.44.2 only)~~

~~Director, Governance & Community Service (Item 1.6 only)~~

[3]



DAPPS 28/02/2019

Item 12.8 Attachment 3

DA	LOCAL GOVERNMENT ACT, 1995 – FUNDING ASSISTANCE – COMMUNITY ASSOCIATIONS – PUBLICATION & DISTRIBUTION OF NEWSLETTERS	LGACS7
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DELEGATED AUTHORITY CODE:	LGACS7
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development
SERVICE UNIT:	Family & Community Development
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 23 May 2013 22 May 2014 2 June 2015	26 May 2016 18 May 2017 24 August 2017
OCM:	9 June 2011 14 June 2012 13 June 2013 12 June 2014	11 June 2015 9 June 2016 8 June 2017

FUNCTION DELEGATED:

The authority to approve payment of funding and donations available in Council's Municipal Budget for Community Associations.

CONDITIONS/GUIDELINES:

(1) [Funding for Community Associations will be considered under the following sub-categories as provided for in Council Policy 'Community Funding for Community Organisations and Individuals \(Grants, Donations & Sponsorships\), Category G – Major and Minor Funding](#)

1. [Publication and Distribution of Newsletters](#)
2. [Cockburn Community Insurance Program](#)
3. [Hire of Council Community Centres and Halls](#)
4. [Resident Association Support](#)

(2) [All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.](#)

[Publication & Distribution of Newsletters](#)

[1]

Item 12.8 Attachment 3

DAPPS 28/02/2019

DA	LOCAL GOVERNMENT ACT, 1995 – FUNDING ASSISTANCE – COMMUNITY ASSOCIATIONS – PUBLICATION & DISTRIBUTION OF NEWSLETTERS	LGAC57
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~~Local Resident Associations are eligible for a subsidy under this program if the following conditions are met:~~

- ~~(1) A draft copy of the publication is provided for approval;~~
- ~~(2) The newsletter must be widely available and free of charge to those who live in the area;~~
- ~~(3) The newsletter must not promote the individual interests or platform of an Elected Member or an individual who is seeking election to Council;~~
- ~~(4) Articles must be accurate and factual to the best of their ability and provide a balanced view of the issue considered.~~
- ~~(5) The publication and distribution cost (printed or electronic) will be subsidised by an agreed amount up to \$700, proportionate to the number of households in the specific area but no more than on six occasions per annum.~~
- ~~(6) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.~~

Cockburn Community Insurance Program

~~(1) Resident Associations and Not for Profit Community Groups Associations are eligible to apply for an Insurance subsidy under this program if the following conditions are met:~~

- ~~a) It can demonstrate it is a local Residents Association~~
- ~~b) The Group is affiliated with (a member of, or relationship with) a local Resident Association~~
- ~~c) The Group is a not for profit group which can demonstrate that they are providing a community benefit to Cockburn residents and that it has no more than \$3,000 in annual net profit generated from (a) core business or (b) donations or sponsorships for operational costs~~
- ~~d) The group or organisation does not have the option to affiliate to a peak body or State/National organisation with insurance provisions, and/or cannot access insurance cover by other means~~
- ~~e) The group or organisation is not a religious body or a political interest group or party~~

Subsidy Conditions:

- ~~(1) Eligible Associations or Groups can apply for Cover available for Public Liability and Volunteer Accident Insurance of up to \$10 Million, or up to for \$210 million where the organisation leases a City facility~~
- ~~(2) Cover increase to \$20 million is only available for groups leasing a City facility~~
- ~~(3) All applicants will need to accept the Insurance coverage period is from covers 1st October – 30th September annually~~

[2]

DAPPS 28/02/2019

Item 12.8 Attachment 3

DA	LOCAL GOVERNMENT ACT, 1995 – FUNDING ASSISTANCE – COMMUNITY ASSOCIATIONS – PUBLICATION & DISTRIBUTION OF NEWSLETTERS	LGACS7
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- (4) All applicants participating groups must complete an insurance application form, including member groups
- (5) The applicant Group commits to notifying inform Community Development staff of any changes to information provided on the application form as well as any new events/activities
- (6) The applicant commits to providing updated insurance information annually in July must be updated annually to ensure the City's insurer has the correct information
- (7) Update should be undertaken by the group in July/August annually – with information provided by the City to the insurer by August
- (8) (2) Participation of each Association or Group in the Cockburn Community Insurance Program will be reviewed annually by the City
- (9) Membership to this program is open to Cockburn Resident Associations, Cockburn Seniors Groups and other community groups where:
- The group is affiliated with (member of, or relationship with) a local Resident Association
 - The group has no more than \$3,000 in annual net profit generated from (a) core business or (b) donations or sponsorships for operational costs
 - The group does not have the option to affiliate to a peak body or State/National organisation with insurance provisions, and/or cannot access insurance cover by other means
 - The group is not a religious body or a political interest group or party

Hire of Council Community Centres & Halls

Resident Associations or a group affiliated with a Resident Association (member of, relationship with): Not-for-profit organisations are eligible to apply for:

- (1) Funds to cover the cost of hall hire for up to 12 meetings per financial year for Cockburn Resident Association meetings
- (2) Funds to cover costs for storage if required and available
- (3) Funds to cover cost of facility hire when running community events up to a maximum of 3-6 events per financial year

Not For Profit Organisations are eligible to apply for:

(1) funds to cover the cost of facility hire when running community events that benefit the local Cockburn community for up to a maximum of 6 events per financial year. Application to this subsidy is open to Cockburn Resident Associations, Cockburn Seniors Groups and other community groups where:

- The group is affiliated with (member of, or relationship with) a local Resident Association
- The group has no more than \$3,000 in annual net profit generated from (a) core business or (b) donations or sponsorships for operational costs; and
- The group is not a religious body or a political interest group or party

(4)

Resident Association Support

[3]

Item 12.8 Attachment 3

DAPPS 28/02/2019

DA	LOCAL GOVERNMENT ACT, 1995 – FUNDING ASSISTANCE – COMMUNITY ASSOCIATIONS – PUBLICATION & DISTRIBUTION OF NEWSLETTERS	LGACS7
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~~Resident Associations are eligible to apply for:~~

- ~~(1) Funds to cover costs for PO Box hire each financial year~~
~~(2) A once off donation of \$1,000 for the establishment of a resident association for the purpose of a facility bond, float, signage, logo, stationary~~

AUTONOMY OF DISCRETION:

~~As provided in the Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' and associated Guidelines.~~
~~As provided in conditions above.~~

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995, Section 5.42 and 5.44.
[Council Policy 'Community Funding for Community Organisations and Individuals \(Grants, Donations & Sponsorships\)'](#)

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub delegate this authority to:-

SUB-DELEGATE/S:

Manager, Community Development
 Community Development Co-ordinator

[4]



DAPPS 28/02/2019

Item 12.8 Attachment 4

DA	LOCAL GOVERNMENT ACT, 1995 – FUNDING ASSISTANCE FOR COMMUNITY ORGANISATIONS AND INDIVIDUALS	LGACS14
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DELEGATED AUTHORITY CODE:	LGACS14
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	162/003; 086/003
DATE FIRST ADOPTED:	
DATE LAST REVIEWED:	
POLICY REF.:	
VERSION NO.	

Dates of Amendments / Reviews:	
DAPPS Meeting:	
OCM:	

FUNCTION DELEGATED:

The authority to allocate funds to projects, events or activities that best meet the Community Innovation and Participatory Budgeting, Grants, Small Events or Individual Sponsorships Program Criteria.

CONDITIONS/GUIDELINES:

The following categories are to be used to prioritise the projects to be funded or considered for funding under the below Council funded programs:-

- (1) As provided for in Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' for:
 1. Community Grants (Category A)
 2. Cultural Grants (Category B)
 3. Sustainability Grants (Category C)
 4. Small Events Sponsorship (Category D)
 5. Sponsorship Program (Individuals – Category F)
 6. Community Innovation and Participatory Budgeting (Category G)
- (2) Elected Members are to be informed of the outcome of applications.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

Item 12.8 Attachment 4

DAPPS 28/02/2019

DA	LOCAL GOVERNMENT ACT, 1995 – FUNDING ASSISTANCE FOR COMMUNITY ORGANISATIONS AND INDIVIDUALS	LGACS14
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AUTONOMY OF DISCRETION:

As provided in the Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' and associated Guidelines.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995, s3.5, s5.42 and s5.44
Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)'

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED:

Manager, Community Development
Community Development Coordinator (Category D only)



DAPPS 28/02/2019

Item 12.8 Attachment 5

POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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POLICY CODE:	SC35
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	182/001
DATE FIRST ADOPTED:	11 August 2005
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS2
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	27 July 2005	23 February 2017
	22 March 2012	24 August 2017
	22 August 2013	23 November 2017
	28 November 2013	24 May 2018
OCM:	11 August 2005	9 March 2017
	12 April 2012	14 September 2017
	12 September 2013	14 December 2017
	12 December 2013	

BACKGROUND:

Council provides up to 2% of the rates income annually to a budget for grants, donations, sponsorships and subsidies. To ensure that these funds are distributed in a rational way, eligibility, selection and evaluation criteria are required for the assessment and prioritisation of applications to be funded.

The funds allocated to local community groups, organisations and individuals are to assist in the provision of the activities and services they provide.

PURPOSE:

To establish eligibility, selection and evaluation criteria for the allocation of grants, donations and sponsorships to community groups, organisations and individuals for funds included on Council's budget.

The policy guides how Council responds to requests for financial assistance in line with the City's Strategic Community Plan and aims to optimise the use of Council funds to support community groups, organisations and individuals to deliver social, environmental and economic benefits.

[1]

POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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POLICY:

The following eligibility, selection and evaluation criteria are established for the assessment and prioritisation of applications received for financial assistance from community groups, organisations and individuals.

All funding that is to be distributed from the Grants and Donations budget is required to address the relevant criteria and follow the assessment processes documented in one of the funding categories, for assessment and approval either under the relevant delegated authority, or recommendation by the Grants and Donations Committee to Council, and applicants cannot bypass these processes.

An applicant may successfully apply for and receive funding from two different categories from this Policy per financial year, provided they meet the criteria for the particular category, however, the applications cannot be for the same project. Applicants that have been successful in previous years are eligible to apply provided all previous years funding has been satisfactorily acquitted.

(1) Community Grants:**1. Eligibility Criteria:**

- (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
- (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.
- (c) Applications must include a financial and/or in-kind contribution to the project.

2. Selection Criteria:

- (a) Primarily serve residents of the City.
- (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
- (d) Must hold public liability insurance to a value as agreed with the City.

[2]



POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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3. Evaluation Criteria for Project or Activity:

- (a) Can demonstrate how project or activity outcomes will be of benefit to the local community and/or City of Cockburn generally.
- (b) Meets an identified need in line with one of the themes of the City's Strategic Community Plan.
- (c) Applicants have a demonstrated ability to manage their affairs effectively.
- (d) Will not require commitment to ongoing funding from Council.
- (e) Applications from Schools and other educational institutions must be in accordance with Council policy ACS7.
- (f) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable.
- (g) Project does not duplicate an activity already available in the local area.
- (h) As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

4. Funding Rounds:

- (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.

5. Grant Limitations:

- (a) The maximum grant available to any one group or organisation in the Community Grants category will not exceed \$15,000.
- (b) There are caps of:
 - (i) \$3,000 for equipment (equipment must not be for personal use, be accessible for community or member use, and be durable – must last over 12 months).
 - (ii) \$3,000 for recurring community events. Recurring community events are defined as types of events that have already been funded by Community Grants or Small Events Sponsorship and are regularly applied for and

[3]

POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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funded, such as Christmas events and neighbourhood movie nights (also applies under Small Events Sponsorship).

- (iii) \$1,000 for costs associated with incorporation of a new organisation (N.B. Residents associations can access funds under LGACS7 for these purposes, so these grants are intended for community groups that are not residents associations).

- (c) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.

- (d) Funding will not be provided retrospectively for projects or events that have already occurred or are due to occur within two months of the closing date for applications.

6. Elected Members are to be informed of the outcome of applications for Community Grants.

(2) Cultural Grants:

1. Eligibility Criteria:

- (a) Organisations based within the City of Cockburn and primarily serve the residents of the City of Cockburn or organisations who will be working with a majority of Cockburn residents through the life of the project and can show considerable community support for the program/project.
- (b) Individual applicants may be considered if they are residents of the City of Cockburn and/or:
- (i) they are invited by the community and can demonstrate a high level of community support for 'Artist in the Community' or 'Telling Community Stories' programs; or
 - (ii) individuals who have been selected as an 'Artist in the Community' outside of Cockburn may be considered on presentation of supporting documentation.'
- (c) Schools and other educational institutions in accordance with Council policy ACS7.

2. Selection Criteria:

- (a) Can demonstrate the ability to manage financial affairs effectively.

[4]



POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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- (b) Priority will be given to applicants who haven't previously been funded.
 - (c) Program/project needs to represent the residents of Cockburn or embody one or more of the diverse art and cultural interests of the City of Cockburn through one of the following areas:
 - (i) Artist in the Community Programs
 - (ii) Celebrating Community Program
 - (iii) Creative Community Program
 - (iv) Telling Community Stories Program
 - (d) Applicants who are able to contribute toward the activity in cash or in-kind will be considered favourably, as will those who source funding from other sources.
 - (e) Funding will not be for personal items such as costumes, food consumables or catering costs.
 - (f) Program/Project does not duplicate an activity already available in the local area.
3. Evaluation Criteria for Project or Activity:
- (a) Can demonstrate how program/project outcomes will be of benefit to the local community and/or City of Cockburn generally.
 - (b) Programs/Projects should:
 - (i) Develop and nurture the skill base of the local community;
 - (ii) Develop and nurture the skill base of individual artists (all art forms);
 - (iii) Express local culture and identity;
 - (c) Applicants have a demonstrated ability to manage their affairs effectively.
 - (d) Will not require commitment to ongoing funding from Council.
4. Funding Rounds:
- (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.

[5]

POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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5. Grant Limitations:

- (a) The maximum grant available to any one group or organisation in the Cultural Grants category will not exceed \$5,000.

6. Elected Members are to be informed of the outcome of the applications for Cultural Grants.

(3) Sustainability Grants:

1. Eligibility Criteria:

- (a) The following groups who are based in the City of Cockburn and/or provide services primarily within Cockburn are eligible to apply for funds:

- (i) Community Groups
- (ii) Not-for-profit Organisations
- (iii) Collective Households (>2)
- (iv) Small Businesses (<20)
- (v) Schools

2. Evaluation Criteria for Project or Activity:

- (a) Project or activity must relate to one or more of the below themes:

- (i) Giving Back
- (ii) Protecting our Future
- (iii) Strong Communities
- (iv) Water, Energy and Waste
- (v) TravelSmart
- (vi) Healthy Lifestyles

- (b) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable.

3. Funding Rounds:

- (a) Applications are invited annually, closing at the end of March each year, as advertised.

4. Grant Limitations:

- (a) The maximum grant available to any one group or organisation in the Sustainability Grants category will not exceed \$4,000.

[6]



POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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(4) Small Events Sponsorship:

1. Eligibility Criteria:
 - (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
 - (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.
 - (c) Applications must include a financial and/or in-kind contribution to the project.
2. Selection Criteria:
 - (a) Primarily serve residents of the City.
 - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
 - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
3. Evaluation Criteria for Project or Activity:
 - (a) Project or activity will be of benefit to the local community and/or City of Cockburn generally.
 - (b) Project meets an identified need in line with one of the themes of the City's Strategic Community Plan.
 - (c) Applicants have a demonstrated ability to manage their affairs effectively.
 - (d) Project will not require commitment to ongoing funding from Council.
 - (e) Applications from Schools and other educational institutions must be in accordance with Council policy ACS7.
 - (f) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable, as will those who source funding from other sources.

[7]

Item 12.8 Attachment 5

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POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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- (g) Project does not duplicate an activity already available in the local area.

4. Funding Rounds:

- (a) Applications will be invited year-round, assessed and notified within a month.

5. Funding Limitations:

- (a) The maximum funding available to any one group or organisation in the Small Events Sponsorship category will not exceed \$3,000.
- (b) Only one successful application in this category per financial year per organisation.
- (c) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.
- (d) Funding will not be provided retrospectively for projects or events that have already occurred or are due to occur within two months of the closing date for applications.

6. Elected Members are to be informed of the outcome of the applications for Small Events Sponsorship.

(5) Donations:

1. Eligibility Criteria:

- (a) Eligible applicants include not-for-profit benevolent organisations that directly assist the disadvantaged and/or vulnerable within the Cockburn community. This does not include sports clubs, residents associations or other special interest groups.

2. Selection Criteria:

- (a) Not-for-profit benevolent organisations that primarily serve and can demonstrate direct improved social outcomes for City residents and the Cockburn community.
- (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.

[8]



POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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- (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought. For requests over \$5,000, a copy of the most recent, audited financial statement must be provided with the application.

3. Evaluation Criteria:

- (a) A Donation is a contribution of money towards a groups day-to-day running costs.
- (b) A Donation is not for a specific project or activity.
- (c) Priority will be given to applications that can demonstrate:
 - (i) How they will provide direct outcomes for the disadvantaged and/or vulnerable in the Cockburn community.
 - (ii) Overall benefits to City residents.
 - (iii) Improved access to services or activities for Cockburn residents.
 - (iv) Value for money and/or value adding as a result of the proposed funding.
 - (v) Other funding sources so that the funding is subsidising operations rather than relying solely on funding from the City.
 - (vi) Alignment with the objectives in the City's Strategic Community Plan.

4. Funding Rounds:

- (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.

5. Donation Limitations:

- (a) The maximum donation available to any one group or organisation will not exceed \$20,000.

(5) Sponsorships:

1. Eligibility Criteria for Group Sponsorship:

- (a) Applicants are eligible for Group Sponsorship if their project or activity provides brand exposure and public recognition benefits to the City of Cockburn and meets the eligibility, selection and evaluation criteria outlined in the Community Grants paragraphs

[9]

POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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1, 2 and 3. Private organisations are also eligible to apply for Group Sponsorship.

- (b) Applications must include a financial and/or in-kind contribution to the project.
- (c) In addition to satisfying paragraphs 1(a) and 1(b) above, Sporting Teams/Clubs can only apply if they are:
 - (i) representing at a National or International level event at which they have been selected based on their endeavours in their chosen activity; or
 - (ii) hosting a sporting event or activity in the City of Cockburn that is of State, National or International significance that will add value to the City of Cockburn.

2. Eligibility Criteria for Individuals:

- (a) Individual applicants are eligible if they are residents of the City of Cockburn and they can demonstrate a high level of community support.
- (b) Individuals attending a significant event or activity at a National or International level at which he or she has been selected on the basis of their individual endeavours in their chosen activity. (Individuals must supply supporting documentation from the relevant governing association of the activity).
- (c) Individuals attending or completing a significant activity that benefits the community.
- (d) Applications are invited from all ages for a range of projects, events or activities including sporting, welfare, education and arts/cultural, unless eligible to apply for funding through the City's Junior Sports Travel Assistance Program, or Youth Art Scholarship Program.

3. Evaluation Criteria for Individuals Activity/Event:

- (a) Event/Activity will be of long-term benefit to the local community and/or the City of Cockburn generally.
- (b) Event/Activity will provide brand exposure and public recognition benefits to the City of Cockburn.

[10]

POL	GRANTS, DONATIONS & SPONSORSHIPS – COMMUNITY ORGANISATIONS & INDIVIDUALS	SC35
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- (c) Event/Activity will increase awareness and raise the profile of the City of Cockburn, in line with its desired image.
 - (d) Applicants who are able to contribute toward the activity in cash or in kind will be considered favourably, as will those who source funding from other sources.
 - (e) Funding will not be for personal items such as uniforms, food consumables or catering costs.
4. Funding Rounds:
- (a) Applications for Group Sponsorships are invited twice per year, closing at the end of March and September as advertised during each round.
 - (b) Applications for Individual Sponsorships are invited year round.
5. Sponsorship Limitations:
- (a) The maximum sponsorship available to any one group or organisation will not exceed \$20,000.
 - (b) The maximum sponsorship available to any one individual will not exceed \$1,000.
 - (c) The successful request for sponsorship in any year does not imply any ongoing commitment of the same or similar contribution in following years.

Item 12.8 Attachment 6

DAPPS 28/02/2019

POL	COMMUNITY WELFARE FUNDING	ACS1
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POLICY CODE:	ACS1
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Youth Services
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS1
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	26 July 2012	25 August 2016
	28 August 2014	24 August 2017
OCM:	15 April 1997	11 September 2014
	17 September 2002	8 September 2016
	9 August 2012	

BACKGROUND:

In the past, the City has become aware of children whose parents/guardians have been unable to pay the enrolment fees associated with recreational programmes.

PURPOSE:

To ensure children in disadvantaged circumstances have access to school holiday programmes.

POLICY:

The Chief Executive Officer is empowered to authorise the payment of fees for the Children's and Youth Holiday Care Program for those disadvantaged children unable to pay the fees, from Council's General Grants and Donations budget allocation on receipt of a written statement from the Manager, Community Development.



DAPPS 28/02/2019

Item 12.8 Attachment 7

POL	DONATIONS TO SCHOOLS	ACS7
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POLICY CODE:	ACS7
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	182/001
DATE FIRST ADOPTED:	18 November 1997
DATE LAST REVIEWED:	14 September 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS7
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	26 July 2012	25 August 2016
	28 August 2014	24 August 2017
OCM:	18 November 1997	11 September 2014
	17 September 2002	8 September 2016
	9 August 2012	

BACKGROUND:

- (1) The City receives requests from schools and Parents and Citizens Associations for donations.
- (2) The City has for a number of years reimbursed schools for the cost of certain items/activities.

PURPOSE:

- (1) To set guidelines for dealing with requests for donations from schools and Parents and Citizens Associations.
- (2) To set guidelines for the reimbursement to schools of the costs of certain items/activities.

POLICY:

- (1) Application Criteria

All applications to the City from Schools or Parents and Citizens Associations will only be considered if a contribution is made by the applicant and will only be eligible for funding by the City if they meet one of the following criteria:

[1]

Item 12.8 Attachment 7

DAPPS 28/02/2019

POL	DONATIONS TO SCHOOLS	ACS7
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1. There is some element of shared responsibility by both the Education Department and the City to the proposal.
 2. Where out of school hours usage by the general community is assured and for which there is an identified community need for the facility or activity.
 3. The proposal is for extra-curricular activities taken on by students for which the students and Parents and Citizens Association are required to raise funds and the activity is clearly outside the Education Department's area of responsibility.
- (2) Reimbursements
- The following procedures will apply to requests from Schools located within the District for the reimbursement of costs for the items/activities designated.
1. Upon receipt of an invoice from the Principal of any school within the boundaries of the City of Cockburn, for the supply of sand to that school, the Manager, Community Development is authorised to reimburse the costs incurred for the supply and delivery, up to a maximum of 6m³ in any one year, with the City's contribution recorded, in dollar value, as a donation.
 2. Each school in the Municipality will be reimbursed the cost of one bus trip per year to the annual inter-school sports day with the City's contribution recorded in dollar value as a donation.
 3. The City will reimburse the cost of a maximum of 20 trees and shrubs per year to schools upon receipt of an invoice from the Principal with the City's contribution recorded in dollar value as a donation to a maximum of \$200.00 per financial year.
 4. In the case of the City undertaking work for the improvement of school sports grounds, such work will be charged at cost, provided that the school will contribute one-half of the total cost of the work done and give assurance the sports ground will be available to the general public out of school hours and the City's contribution is recorded in dollar value as a donation.
 5. The City will reimburse to schools within the District the cost of a book for presentation as an annual student graduation prize. A Council representative, to be determined by the Mayor, will be invited to present the Award.

[2]

DAPPS 28/02/2019

Item 12.8 Attachment 8

POL	YOUTH ACADEMIC ASSISTANCE	ACS11
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POLICY CODE:	ACS11
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Youth Services
RESPONSIBLE OFFICER:	Manager, Community Development & Services
FILE NO.:	182/001
DATE FIRST ADOPTED:	16 March 2004
DATE LAST REVIEWED:	8 September 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS11
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	19 February 2004 26 July 2012 28 August 2014 25 August 2016
OCM:	16 March 2004 9 August 2012 9 August 2012

BACKGROUND:

This proposal is developed in response to enquiries from young people for assistance toward travel costs associated with attendance at special interstate and international academic events.

PURPOSE:

To allocate funds for youth residing in the City of Cockburn to attend academic events.

POLICY:

(1) Applicants must:-

1. be either studying full-time or part-time at an education institution recognised by the State or Commonwealth Government, and;
2. be 21 years of age or younger, and;
3. reside within the City of Cockburn

[1]

POL	YOUTH ACADEMIC ASSISTANCE	ACS11
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- (2) Applications must:-
1. be in writing, advising of when the event is to occur and the costs likely to be paid by the Applicant as a result of participation in the event, and;
 2. include written evidence of selection or participation by the applicant from the organising group or a representative of the academic body with which the student is associated.
- (3) The funds are available for travel assistance to a maximum of \$350 to any one individual for an event, with the actual amount to be determined at the discretion of the Delegated Officer in consideration of the overall cost of the travel.

[2]



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Item 12.8 Attachment 9

POL	COMMUNITY INNOVATION AND PARTICIPATORY BUDGETING	ACS16
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POLICY CODE:	ACS16
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Community Development
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	162/003; 182/001
DATE FIRST ADOPTED:	14 September 2017
DATE LAST REVIEWED:	
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	ACS15
VERSION NO.	1

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 August 2017	
OCM:		

BACKGROUND:

Participatory budgeting (PB) is a different way to manage public money, and to engage people in government. It is a democratic process in which community members directly decide how to spend part of a public budget. The percentage of the public budget allocated to the PB process is at the discretion of the organisation.

It enables taxpayers / ratepayers to work with government and to have a direct influence on the budgetary decisions that affect their lives. It is designed to build trust between the organisation and the community.

There are a range of ways in which a local government can deliver a PB program, although most follow a similar basic process outlined below:

- residents brainstorm spending ideas through a collaborative decision-making process (public meeting, citizen parliament, online portal, hackathon workshop etc.)
- community delegates then develop proposals based on these ideas
- residents vote on proposals up to the budget allocation amount;
- the local government funds or implements the projects which receive most community support.

While the City already has policy and procedures pertaining to grants, donations and sponsorships (ACS2); the PB process is designed around a different, and more community-led way of allocating funds, and therefore requires a more flexible approach to its eligibility, selection and evaluation criteria to ensure that the articulated community engagement and innovation outcomes are captured.

[1]

Item 12.8 Attachment 9

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POL	COMMUNITY INNOVATION AND PARTICIPATORY BUDGETING	ACS16
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The funds allocated to recipients are to assist with the activities they provide to the community, and are specifically allocated to activities which innovate to address local social, environmental and economic issues.

PURPOSE:

To establish eligibility, selection and evaluation criteria for the allocation of PB funding to community groups and non-government organisations.

The policy aims to optimise the use of Council funds to support community groups and non-government organisations to deliver social, environmental and economic benefits.

Only projects that meet the eligibility, selection and evaluation criteria throughout the PB process will receive funding.

POLICY:

The following eligibility, selection and evaluation criteria are established for the assessment and prioritisation of applications received through the PB process.

Applicants that have received Council funding in previous years are eligible to apply, provided all previous funding has been satisfactorily acquitted.

PB Funding Eligibility

(1) Applicant Eligibility Criteria

An applicant (or auspicing organisation) is eligible to apply for PB funding if:

1. It is a not-for-profit or private organisation that primarily services residents and/or the interests of the City, or has a specific project that intends to do so.
2. It is an incorporated organisation.
3. It can demonstrate it is financially sound.
4. It holds appropriate insurance/s to a value as agreed with the City.

(2) Project Selection and Evaluation Criteria

A project is eligible for PB funding if:

1. It demonstrates innovation.
2. It meets a community need, and can demonstrate how the project or activity outcomes will benefit the local Cockburn community.

[2]



POL	COMMUNITY INNOVATION AND PARTICIPATORY BUDGETING	ACS16
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3. It can demonstrate clear community involvement and support through the PB process.
 4. It primarily serves residents and/or ratepayers of the City.
 5. It gives consideration to sustainability principles (Policy SC37 – Sustainability).
 6. Risks posed to the community or the organisation can be mitigated, including safety and legal liability.
 7. It does not require commitment to ongoing funding from Council.
 8. There are sufficient resources available to meet community objectives for the life of the project.
 9. It does not duplicate an activity already available in the local area.
 10. It is in accordance with Council Policy ACS7 for applications from schools and other educational institutions.
 11. It attracts a financial and/or in kind contribution.
- (3) Funding Conditions
1. Applications will be sought through the PB process at a frequency and an allocation determined by Council.
 2. Consideration will be given to whether an organisation has been funded previously within the financial year.
 3. Projects are only eligible for once-off funding, and cannot apply through other Council sources.
 4. Other conditions as contained in the Guidelines and as agreed in the Funding Agreement.
- (4) Elected Members are to be informed of the outcome of the applications for PB funding.

[3]

Item 12.8 Attachment 10

DAPPS 28/02/2019

POL	MAJOR FUNDING PROPOSALS AND COMMITTED AND CONTRACTUAL FUNDING	ACS17
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POLICY CODE:	ACS17
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	162/003, 162/002; 082/001
DATE FIRST ADOPTED:	14 December 2017
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	23 November 2017 24 May 2018
OCM:	

BACKGROUND:

Each financial year, Council provides a budget for grants, donations and sponsorships that is up to 2% of the Council's rates income (the Cockburn Community Fund).

Most of these funds are distributed to community groups, organisations and individuals through established grants, donations and sponsorship programs and application processes in accordance with Council Policy SC35.

There are also some donations made annually out of this budget that are deemed to be committed by legal agreements, such as leases, or by Council Decision.

Occasionally, the City receives new requests for funding that fall outside of the scope of the category rounds and other limitations.

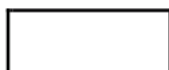
PURPOSE:

To establish a process and assessment criteria for funding requests received that do not fit within the established Council Policy SC35, which may include major or partnership funding proposals, or committed or contractual funding arrangements.

POLICY:

Any new requests for funding from the grants, donations and sponsorship budget that do not fit within the established Council Policy SC35, however align with the

[1]



POL	MAJOR FUNDING PROPOSALS AND COMMITTED AND CONTRACTUAL FUNDING	ACS17
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evaluation criteria of the one of the funding categories described in the policy, must follow the process below for consideration.

A proposal for funding must be submitted to the City which outlines:

1. How it meets the evaluation criteria of one of the funding categories of the Cockburn Community Fund (grant, donation or sponsorship) and a statement addressing the eligibility, selection and evaluation criteria of the category.
2. The justification for the funding request and why it cannot be accommodated within the established programs and processes outlined in Council Policy SC35.
3. The amount of funding requested.
4. The proposed term of funding or partnership.
5. Key terms and conditions.
6. Proposed outputs, outcomes or benefits of the proposed funding arrangement to the Cockburn community, and how these will be evaluated.
7. Any contractual considerations.

The proposal must be submitted to the City's Grants & Research service unit for initial assessment at least one month prior to the next scheduled Grants and Donations Committee Meeting.

The Manager, Community Development will review the proposal and provide a report with a recommendation to the Grants and Donations Committee for consideration at its next meeting. The Manager, Community Development may exclude a proposal from being considered by the Committee if it does not provide adequate information or does not meet the evaluation criteria of one of the funding categories.

The Grants and Donations Committee will make their recommendation for consideration by Council.

[2]

Item 12.8 Attachment 11

DAPPS 28/02/2019

DA	LOCAL GOVERNMENT ACT 1995 – YOUTH ART SCHOLARSHIP PROGRAMME	LGACS10
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DELEGATED AUTHORITY CODE:	LGACS10
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Corporate Communications
SERVICE UNIT:	Corporate Communications
RESPONSIBLE OFFICER:	Cultural Development Co-ordinator
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

FUNCTION DELEGATED:

Authority to allocate Youth Art Scholarships Programme.

CONDITIONS/GUIDELINES:

- (1) All applications to be referred to the Cultural Reference Group in the first instance for its consideration and recommendation in accordance with established criteria, as attached.
- (2) Award allocations are to be contained within budget.
- (3) Successful applicants will be invited to attend a presentation ceremony.
- (4) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in Conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act, 1995 - Sec. 5.42 and 5.44.

[1]



DAPPS 28/02/2019

Item 12.8 Attachment 11

DA	LOCAL GOVERNMENT ACT 1995 – YOUTH ART SCHOLARSHIP PROGRAMME	LGACS10
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DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

SUB-DELEGATE/S:Manager, Corporate Communications
Cultural Development Coordinator

To be deleted

[2]

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DA	LOCAL GOVERNMENT ACT 1995 – YOUTH ART SCHOLARSHIP PROGRAMME	LGACS10
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Youth Art Scholarship Programme

Criteria for Applicants

- Any person aged 18 or younger as of the application closing date is eligible to obtain a Youth Art Scholarship in any ONE of the following categories:
 - Travel - individual
 - Further Study
- The City of Cockburn Cultural Reference Group will recommend the selections and no correspondence will be entered into.
- Applicants may only apply for one scholarship per year.
- Applicants must be residents of the City of Cockburn.
- Any other assistance given by the City of Cockburn this is to be disclosed in the application form.
- The scholarships will be awarded quarterly.
- All successful applicants, or a representative, must be available to attend the presentation ceremony to receive their grant, if possible.

TRAVEL SCHOLARSHIPS

- These will be awarded to individuals who have been given the opportunity to study or perform within the arts arena interstate, overseas or outside the Perth metropolitan area.
- An acquittal of this grant will be required where applicants will provide details of what benefits were gained by attending/performing at this venue these reports may be presented in an appropriate form, ie. written/visual/audio etc.
- Applicants who have shown initiative and endeavours to raise funds for themselves will be highly considered.
- Individual Travel Scholarships will be up to \$400.00**

PLEASE NOTE: Group applications may be considered please discuss your project with Cultural Development Co-ordinator 9411 3433

[3]



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Item 12.8 Attachment 11

DA	LOCAL GOVERNMENT ACT 1995 – YOUTH ART SCHOLARSHIP PROGRAMME	LGACS10
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FURTHER STUDY SCHOLARSHIPS

- These scholarships are designed to assist young people with fees, materials or similar who wish to pursue the arts in further study at a TAFE/University level or specialist ART high school such as John Curtin SHS or some extra curricular activity they have been pursuing.
- These awards will be based on results obtained at your current school especially in the area of artistic talent, teacher recommendations, school and community participation.
- Proof of enrolment/acceptance in a full time course will be required.
- Further Study Scholarships will be up to \$400.00.

PLEASE NOTE: The Cultural Development Co-ordinator will discuss scholarships with prospective applicants for further information call 9411 3433.

[4]

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Item 12.8 Attachment 12

DAPPS 28/02/2019

DA	COMMUNITY WELFARE FUNDING	ACS1
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DELEGATED AUTHORITY CODE:	ACS1
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Youth Services
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	182/001
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 September 2017
POLICY REF.:	ACS1
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	25 August 2016
	28 August 2014	24 August 2017
	26 May 2016	
OCM:	9 April 2009	9 June 2016
	14 June 2012	8 September 2016
	11 September 2014	

FUNCTION DELEGATED:

The authority to approve enrolment fees for identified disadvantaged children to enrol in Holiday Care Programmes.

CONDITIONS/GUIDELINES:

- (1) Satisfactory evidence of the children's inability to pay fees required, prior to funding approval being given.
- (2) Funds to be drawn from the Donations - Welfare - General Funds in the Municipal Budget, once approved.
- (3) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in Conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy ACS1 "Community Welfare Funding" refers.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:

[1]



DAPPS 28/02/2019

Item 12.8 Attachment 12

DA	COMMUNITY WELFARE FUNDING	ACS1
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DELEGATE/S AUTHORISED:

Director, Governance & Community Services
Manager, Community Development

To be deleted

[2]

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Item 12.8 Attachment 13

DAPPS 28/02/2019

DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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DELEGATED AUTHORITY CODE:	ACS2
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 June 2018
POLICY REF.:	SC35
VERSION NO.	9

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	23 February 2017
	22 August 2013	24 August 2017
	28 August 2014	23 November 2017
	25 August 2016	24 May 2018
OCM:	9 April 2009	8 September 2016
	14 June 2012	9 March 2017
	12 September 2013	14 September 2017
	11 September 2014	14 December 2017

FUNCTION DELEGATED:

The authority to evaluate and prioritise funding submissions and to allocate funds to projects, events or activities that best meet the Grants, Small Events or Individual Sponsorships Program Criteria.

CONDITIONS/GUIDELINES:

The following criteria are to be used to prioritise the projects to be funded or considered for funding under the below Council funded programs:-

(1) Community Grants:

1. Eligibility Criteria:

- (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
- (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.

[1]



DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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- (c) Applications must include a financial and/or in-kind contribution to the project.

2. Selection Criteria:

- (a) Primarily serve residents of the City.
- (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
- (d) Must hold public liability insurance to a value as agreed with the City.

3. Evaluation Criteria for Project or Activity:

- (a) Can demonstrate how project or activity outcomes will be of benefit to the local community and/or City of Cockburn generally.
- (b) Meets an identified need in line with one of the themes of the City's Strategic Community Plan.
- (c) Applicants have a demonstrated ability to manage their affairs effectively.
- (d) Will not require commitment to ongoing funding from Council.
- (e) Applications from Schools and other educational institutions must be in accordance with Council policy ACS7.
- (f) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable.
- (g) Project does not duplicate an activity already available in the local area.
- (h) As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

[2]

Item 12.8 Attachment 13

DAPPS 28/02/2019

DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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4. Funding Rounds:

- (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.

5. Grant Limitations:

- (a) The maximum grant available to any one group or organisation in the Community Grants category will not exceed \$15,000.
- (b) There are caps of:
- (i) \$3,000 for equipment (equipment must not be for personal use, be accessible for community or member use, and be durable – must last over 12 months).
 - (ii) \$3,000 for recurring community events - Recurring community events are defined as types of events that have already been funded by Community Grants or Small Events Sponsorship and are regularly applied for and funded, such as Christmas events and neighbourhood movie nights (also applies under Small Events Sponsorship).
 - (iii) \$1,000 for costs associated with incorporation of a new organisation (N.B. Residents Associations can access funds under LGACS7 for these purposes, so these grants are intended for community groups that are not residents associations).
- (c) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.
- (d) Funding will not be provided retrospectively for projects or events that have already occurred or are due to occur within two months of the closing date for applications.

6. Elected Members are to be informed of the outcome of the applications for Community Grants.

(2) Cultural Grants:

1. Eligibility Criteria:

- (a) Organisations based within the City of Cockburn and primarily serve the residents of the City of Cockburn or organisations who will be working with a majority of Cockburn residents through the

[3]

DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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life of the project and can show considerable community support for the program/project.

- (b) Individual applicants may be considered if they are residents of the City of Cockburn and/or:
 - (i) they are invited by the community and can demonstrate a high level of community support for 'Artist in the Community' or 'Telling Community Stories' programs; or
 - (ii) individuals who have been selected as an 'Artist in the Community' outside of Cockburn may be considered on presentation of supporting documentation.'
- (c) Schools and other educational institutions in accordance with Council policy ACS7.

2. Selection Criteria:

- (a) Can demonstrate the ability to manage financial affairs effectively.
- (b) Priority will be given to applicants who haven't previously been funded.
- (c) Program/project needs to represent the residents of Cockburn or embody one or more of the diverse art and cultural interests of the City of Cockburn through one of the following areas:
 - (i) Artist in the Community Programs
 - (ii) Celebrating Community Program
 - (iii) Creative Community Program
 - (iv) Telling Community Stories Program
- (d) Applicants who are able to contribute toward the activity in cash or in-kind will be considered favourably, as will those who source funding from other sources.
- (e) Funding will not be for personal items such as costumes, food consumables or catering costs.
- (f) Program/Project does not duplicate an activity already available in the local area.

3. Evaluation Criteria for Project or Activity:

- (a) Can demonstrate how program/project outcomes will be of benefit to the local community and/or City of Cockburn generally.

[4]

Item 12.8 Attachment 13

DAPPS 28/02/2019

DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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- (b) Programs/Projects should:
 - (i) Develop and nurture the skill base of the local community;
 - (ii) Develop and nurture the skill base of individual artists (all art forms);
 - (iii) Express local culture and identity;
- (c) Applicants have a demonstrated ability to manage their affairs effectively.
- (d) Will not require commitment to ongoing funding from Council.

4. Funding Rounds:

Applications are invited twice per year, closing at the end of March and September as advertised during each round.

5. Grant Limitations:

The maximum grant available to any one group or organisation in the Cultural Grants category will not exceed \$5,000.

6. Elected Members are to be informed of the outcome of the applications for Cultural Grants.

(3) Sustainability Grants:

1. Eligibility Criteria:

- (a) The following groups who are based in the City of Cockburn and/or provide services primarily within Cockburn are eligible to apply for funds:

- (i) Community Groups
- (ii) Not-for-profit Organisations
- (iii) Collective Households (>2)
- (iv) Small Businesses (<20)
- (v) Schools

2. Evaluation Criteria for Project or Activity:

- (a) Project or activity must relate to one or more of the below themes:
 - (i) Giving Back
 - (ii) Protecting our Future
 - (iii) Strong Communities

[5]



DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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- (iv) Water, Energy and Waste
- (v) TravelSmart
- (vi) Healthy Lifestyles

- (b) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable.

3. Funding Rounds:

Applications are invited annually, closing at the end of March each year, as advertised.

4. Grant Limitations:

The maximum grant available to any one group or organisation in the Sustainability Grants category will not exceed \$4,000.

(4) Small Events Sponsorship:

1. Eligibility Criteria:

- (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
- (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.
- (c) Applications must include a financial and/or in-kind contribution to the project.

2. Selection Criteria:

- (a) Primarily serve residents of the City.
- (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.

[6]

DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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3. Evaluation Criteria for Project or Activity:

- (a) Project or activity will be of benefit to the local community and/or City of Cockburn generally.
- (b) Project meets an identified need in line with one of the themes of the City's Strategic Community Plan.
- (c) Applicants have a demonstrated ability to manage their affairs effectively.
- (d) Project will not require commitment to ongoing funding from Council.
- (e) Applications from Schools and other educational institutions must be in accordance with Council policy ACS7.
- (f) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable, as will those who source funding from other sources.
- (g) Project does not duplicate an activity already available in the local area.

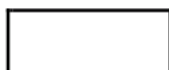
4. Funding Rounds:

Applications will be invited year-round, assessed and notified within a month.

5. Funding Limitations:

- (a) The maximum funding available to any one group or organisation in the Small Events Sponsorship category will not exceed \$3,000.
- (b) Only one successful application in this category per financial year per organisation.
- (c) Funding will not be provided retrospectively for events that have already occurred, or due to occur within two months' of the application's lodgement.
- (d) Funding will not be provided retrospectively for projects or events that have already occurred or are due to occur within two months of the closing date for applications.

[7]



DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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6. Elected Members are to be informed of the outcome of the applications for Small Events Sponsorship.

(5) Sponsorship Program (Individuals):

1. Eligibility Criteria:

- (a) Individual applicants are eligible if they are residents of the City of Cockburn and they can demonstrate a high level of community support.
- (b) Individuals attending a significant event or activity at a National or International level at which he or she has been selected on the basis of their individual endeavours in their chosen activity. (Individuals must supply supporting documentation from the relevant governing association of the activity).
- (c) Individuals attending or completing a significant activity that benefits the community.
- (d) Applications are invited from all ages for a range of projects, events or activities including sporting, welfare, education and arts/cultural, unless eligible to apply for funding through the City's Junior Sports Travel Assistance Program, or Youth Art Scholarship Program.

2. Evaluation Criteria for Activity and/or Event:

- (a) Event/Activity will be of long-term benefit to the local community and/or the City of Cockburn generally.
- (b) Event/Activity will provide brand exposure and public recognition benefits to the City of Cockburn.
- (c) Event/Activity will increase awareness and raise the profile of the City of Cockburn, in line with its desired image.
- (d) Applicants who are able to contribute toward the activity in cash or in kind will be considered favourably, as will those who source funding from other sources.
- (e) Funding will not be for personal items such as uniforms, food consumables or catering costs.

3. Funding Rounds:

Applications are invited year round.

[8]

DA	APPLICATIONS FOR GRANT AND INDIVIDUAL SPONSORSHIP FUNDED PROJECTS	ACS2
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4. Sponsorship Limitations:

- (a) The maximum sponsorship available to any one individual will not exceed \$1,000.
- (b) The successful request for sponsorship in any year does not imply any ongoing commitment of the same or similar contribution in following years.
- (6) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in Conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy SC35 "Grants, Donations and Sponsorships – Community Organisations & Individuals" refers.

DELEGATE:

Chief Executive Officer

Note: Chief Executive Officer will sub-delegate this authority to:-

SUB-DELEGATE/S:

Manager, Community Development

Community Development Co-ordinator (Item 4 – Small Events Sponsorship only)

[9]



DAPPS 28/02/2019

Item 12.8 Attachment 14

DA	DONATIONS TO SCHOOLS – REIMBURSEMENTS	ACS7
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DELEGATED AUTHORITY CODE:	ACS7
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	14 September 2017
POLICY REF.:	ACS7
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012 28 August 2014	25 May 2016 24 August 2017
OCM:	9 April 2009 14 June 2012 11 September 2014	9 June 2016 8 September 2016

FUNCTION DELEGATED:

The authority to reimburse schools for certain items / activities.

CONDITIONS/GUIDELINES:

The following procedures will apply to requests from Schools for the reimbursement of costs for the items/activities designated.

- (1) Upon receipt of an invoice from the Principal of any school within the boundaries of the City of Cockburn, for the supply of sand to that school, the delegates are authorised to reimburse the costs incurred for the supply and delivery, up to a maximum of 6m³ in any one year, with Council's contribution recorded, in dollar value, as a donation.
- (2) Each school in the Municipality will be reimbursed the cost of one bus trip per year to the annual inter-school sports day with Council's contribution recorded in dollar value as a donation.
- (3) Council will reimburse the cost of a maximum of 20 trees and shrubs per year up to a total value of \$200.00 to schools upon receipt of an invoice from the Principal with Council's contribution recorded in dollar value as a donation.
- (4) In the case of the Council undertaking work for the improvement of school sports grounds, such work will be charged at cost, provided that the school will contribute one-half of the total cost of the work done and give assurance the sports ground will be available to the general public out of school hours and Council's contribution is recorded in dollar value as a donation.

[1]

Item 12.8 Attachment 14

DAPPS 28/02/2019

DA	DONATIONS TO SCHOOLS – REIMBURSEMENTS	ACS7
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- (5) Council will reimburse to schools within the District the cost of a book for presentation as an annual student graduation prize. A Council representative, to be determined by the Mayor, will be invited to present the Award.
- (6) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.
- (7) All donations to be drawn from the "Donations to Schools" Account.

AUTONOMY OF DISCRETION:

As provided in Policy ACS7.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy ACS7 "Donations to Schools" refers.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED:

Manager, Community Development

[2]



DAPPS 28/02/2019

Item 12.8 Attachment 15

DA	YOUTH ACADEMIC ASSISTANCE	ACS11
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DELEGATED AUTHORITY CODE:	ACS11
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Youth Services
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	8 September 2016
POLICY REF.:	ACS11
VERSION NO.	5

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 May 2016
	28 August 2014	25 August 2016
OCM:	9 April 2009	11 September 2014
	14 June 2012	9 June 2016

FUNCTION DELEGATED:

The authority to allocate funds for young people residing in the City of Cockburn to attend academic events.

CONDITIONS/GUIDELINES:

- (1) Applicants must:-
 - (a) be either studying full-time or part-time at an education institution recognised by the State or Commonwealth Government, and;
 - (b) be 21 years of age or younger, and;
 - (c) reside within the City of Cockburn
- (2) Applications must:-
 - (a) be in writing, advising of when the event is to occur and the costs likely to be paid by the Applicant as a result of participation in the event, and;
 - (b) include written evidence of selection or participation by the applicant from the organising group or a representative of the academic body with which the student is associated.
- (3) The funds are available for travel assistance to a maximum of \$350 to any one individual for an event, with the actual amount to be determined at the discretion of the Delegated Officer in consideration of the overall cost of the travel.
- (4) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

[1]

DA	YOUTH ACADEMIC ASSISTANCE	ACS11
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AUTONOMY OF DISCRETION:

As provided in Conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy ACS11 "Youth Academic Assistance" refers.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to

DELEGATE/S AUTHORISED:

Manager, Community Development

To be deleted

[2]



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Item 12.8 Attachment 16

DA	COMMUNITY INNOVATION AND PARTICIPATORY BUDGETING	ACS15
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DELEGATED AUTHORITY CODE:	ACS15
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Community Development
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	162/003; 086/003
DATE FIRST ADOPTED:	14 September 2017
DATE LAST REVIEWED:	
POLICY REF.:	ACS16
VERSION NO.	1

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 August 2017
OCM:	

FUNCTION DELEGATED:

The authority to evaluate and prioritise funding submissions and to allocate funds to projects that best meet the Community Innovation and Participatory Budgeting Program Criteria.

CONDITIONS/GUIDELINES:

- (1) As provided for in Council Policy ACS16.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in in Policy ACS16

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Policy (ACS16)"Community Innovation and Participatory Budgeting" refers.

DELEGATE:

Chief Executive Officer

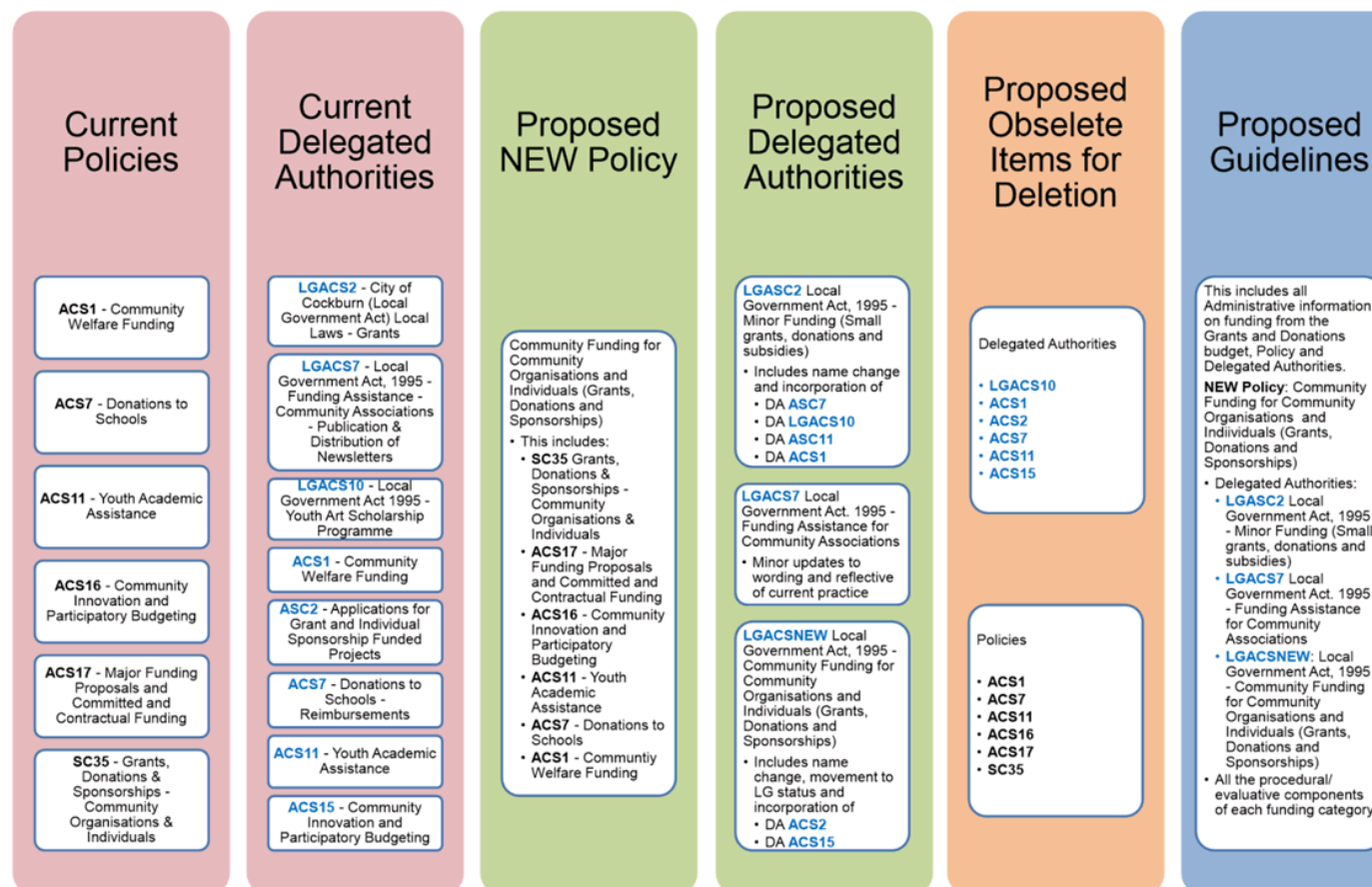
Note: Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED:

Manager, Community Development

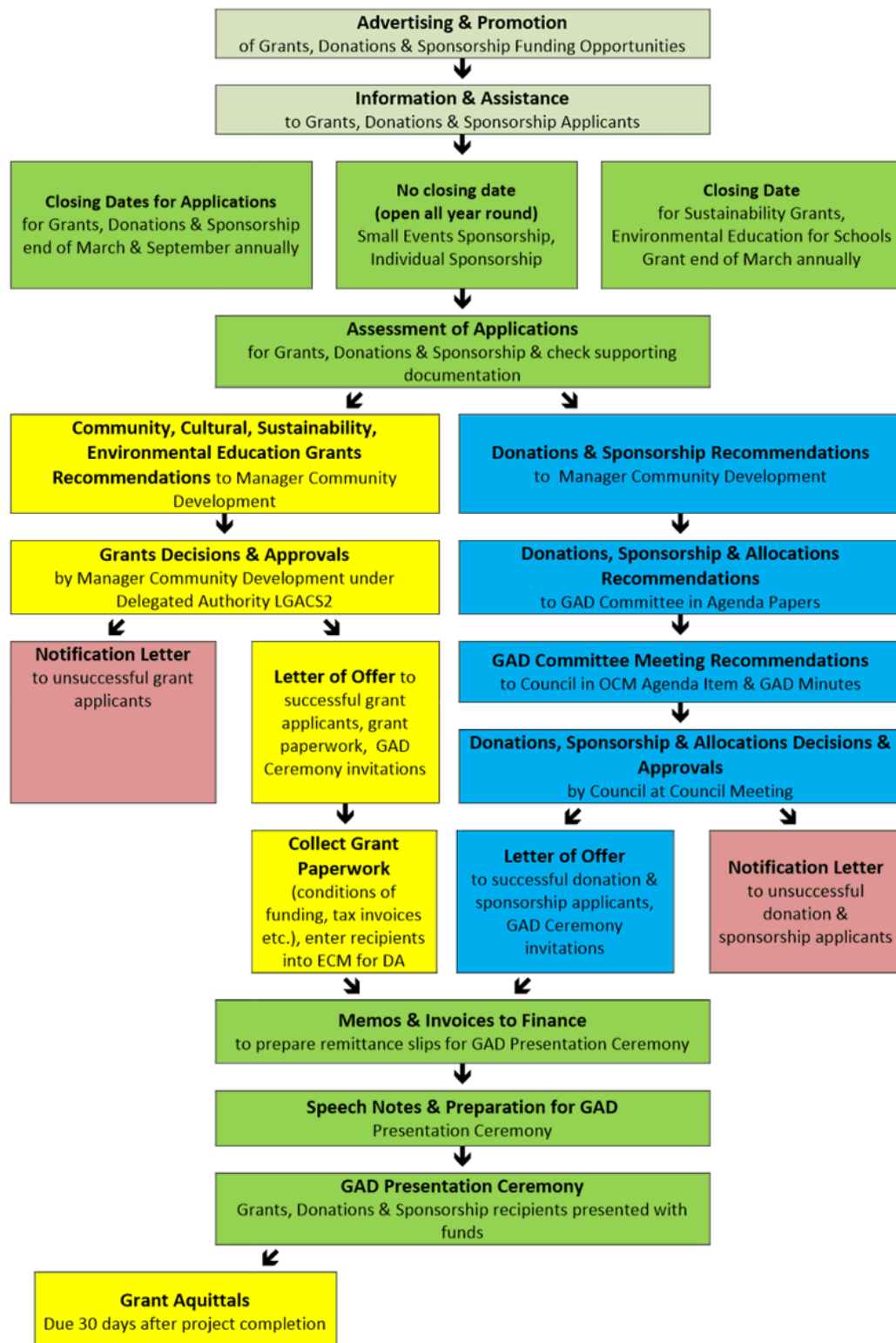
[1]

Grants and Donations Policy Review Framework



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Item 12.8 Attachment 18

Grants & Donations Procedure Flowchart

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13. EXECUTIVE DIVISION ISSUES

Nil

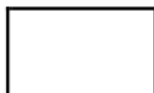
14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**15. NOTICES OF MOTION GIVEN AT THE MEETING FOR
CONSIDERATION AT NEXT MEETING**

Nil

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Item 16.1

DAPPS 28/02/2019

16. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY MEMBERS OR OFFICERS**16.1 (2019/MINUTE NO 0020) PROPOSED AMENDMENT TO DELEGATED AUTHORITY LGAFCS11 "PROCUREMENT SELECTION & AWARD"**

Author(s) T Chappel
Attachments 1. Proposed Amendment Delegated Authority LGAFCS11 "Procurement Selection and Award"
[↓](#)

RECOMMENDATION

That Council adopt proposed amendments to Delegated Authority LGAFCS11 'Procurement Selection and Award', as attached to the Agenda.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COMMITTEE RECOMMENDATION

MOVED Cr M Separovich SECONDED Mayor L Howlett

That the recommendation be adopted.

CARRIED 3/0

TO BE CARRIED BY ABSOLUTE MAJORITY OF COUNCIL

Background

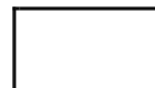
The new Delegated Authority "Procurement Selection and Award" was recently adopted via the November 2018 DAPPS and December 2018 OCM in accordance with the adopted schedule plan for Council policies.

Submission

N/A

Report

Subsequent to this Delegation being presented at the November 2018 DAPPS Committee meeting and adoption at the December 2018



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Ordinary Council Meeting, a small number of adjustments are required and are noted below:

FUNCTION DELEGATED	COMMENT
(3) Accept or reject tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers where the consideration under the contract is, or is expected to be \$750,000 (GST inclusive) or less;	The dollar value should read as "GST exclusive"
CONDITIONS / GUIDELINES	
(4) Any Tenders (or equivalent) accepted for a value exceeding \$375,000 require the authorisation of two Delegates	The dollar value is missing the wording "GST exclusive"
Legislative requirements/Council Policy	Added the Procurement Policy and amended legislative references

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

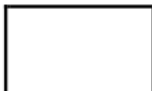
Budget/Financial Implications

N/A

Legal Implications

Comply with the Local Government Act 1995 s3.57 and the Local Government (Functions and General) Regulations 1996.

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Community Consultation

N/A

Risk Management Implications

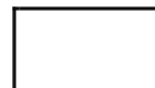
If the amendments are not adopted, the Delegated Authority will not accurately reflect the intended changes proposed when first adopted and adversely impact the process for awarding of future tenders.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Item 16.1 Attachment 1

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DA	Procurement Selection and Award	LGAFC11
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DELEGATED AUTHORITY CODE:	LGAFC11
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Corporate Services
SERVICE UNIT:	Procurement Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	24 August 2009
DATE LAST REVIEWED:	13 December 2018
ATTACHMENTS:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	24 November 2016
	31 January 2013	22 November 2018
	25 February 2016	
OCM:	9 April 2009	10 March 2016
	14 June 2012	8 December 2016
	14 February 2013	

FUNCTION DELEGATED

The authority to:

- (1) Determine the criteria for evaluating tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers before inviting tenders (or equivalent), expressions of interest and a panel of pre-qualified suppliers;
- (2) Publicly invite tenders (or equivalent), expression of interest and panel of pre-qualified suppliers;
- (3) Accept or reject tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers where the consideration under the contract is, or is expected to be \$750,000 (GST ~~inclusive~~ exclusive) or less; and
- (4) Determine minor variations (in accordance with the Procurement Management Practice) before entering into a contract with the successful tenderer.

CONDITIONS/GUIDELINES

- (1) The Tender (or equivalent) relating to the provision of goods and services to Council being within Budget;
- (2) Record of Tender (or equivalent) received to be maintained in the Tender Register;



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Item 16.1 Attachment 1

DA	Procurement Selection and Award	LGAFC11
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- (3) Details of all advertised Tenders (or equivalent) and all Tenders (or equivalent) accepted pursuant to this Authority will be notified via "Council Information" publication;
- (4) Any Tenders (or equivalent) accepted for a value exceeding \$375,000 ([GST exclusive](#)) require the authorisation of two Delegates;
- (5) Any requirements of the Local Government Act, 1995 (Functions and General) Regulations, 1996, must be complied with; and
- (6) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION

- (1) Any Elected Member may request that acceptance of a Tender (or equivalent) be referred to Council.
- (2) Any Elected Member is entitled to a copy of submitted documentation, upon request in writing to the Chief Executive Officer.
- (3) As provided under Council Policy and conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY

Local Government Act s 3.57, 5.42(1) & 5.43(b) refers
[Local Government \(Functions & General\) Regulations 14\(2a\) refers](#)
[Procurement Policy](#)

DELEGATE

Chief Executive Officer

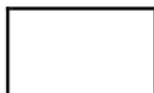
Note: The Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED

Director, Finance & Corporate Services
 Director, Engineering & Works
 Director, Governance and Community Services
 Director, Planning & Development

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Item 17.1

DAPPS 28/02/2019

17. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE**17.1 (2019/MINUTE NO 0021) COMMITTEE MEETING STRUCTURE****Author(s)** D Green**Attachments** N/A**RECOMMENDATION**

That Council recommends that Council's structure for the consideration of Policies, Position Statements and Delegated Authority documents remains as a formal Standing Committee, meeting on a quarterly (three monthly) basis, at this stage and be reconsidered following the October 2019 Council elections.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cr M Separovich

That the recommendation be adopted.

CARRIED 2/1**Background**

At the Delegated Authorities, Policies and Position Statements (DAPPS) Committee Meeting conducted on 22 November 2018, Councillor Sands submitted the following as a Matter for Consideration, Without Debate;

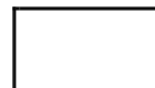
A Report for changes to the DAPPS Committee Meeting structure from a formalised setting that is a "repetition" of the Ordinary Council Meeting process, to a more informal workshop style meeting or Concept Forum as per the Department of Local Government Guidelines and meets on a more frequent basis such as bi – monthly

Reason

To give elected members and relevant stakeholders an opportunity for inclusion in Policy review via the Concept Forums and to provide feedback for incorporation within the policy updates.

Submission

N/A



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Item 17.1

Report

Council first established a Standing DAPPS Committee in 2011 as a means of being able to monitor its Policy Statements and Delegated Authorities. Initially, the Committee met on a bi – monthly basis in order to ensure that these documents were adequately reviewed within a reasonable timeframe. Since achieving that outcome, the Committee now meets on a quarterly basis in order to maintain an oversight of the DAPPS and its functions.

In 2017, it was considered that the documentation needed modernising and a Project Plan to achieve that outcome was agreed to. The adopted process involved the appointment of a Consultant with expertise in this area, who subsequently undertook an independent review of the City's documents and methodologies to ensure that there was a sufficiently rigorous process in place to provide the organisation with confidence that its Policies were subject to an adequate level of scrutiny and remained relevant.

This culminated in Council adopting a Framework which enabled a systematic approach to be undertaken by the administration in the review. This has resulted in approximately 45% of the documentation being comprehensively reviewed and dealt with through the Council process.

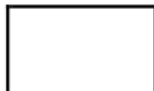
It is expected that the remaining documentation will be reviewed and presented to the Committee over the course of the next two (2) scheduled Committee Meetings (in February and May 2019), in accordance with the adopted Framework, thus completing the review and resultant transformation of the documentation to the new agreed format.

The review process included several workshops with Elected Members. This process provided opportunity to shape the format of the new policy review process, while still leaving the adoption of the output within the formal committee process. With this in mind, there would appear to no logical reason, nor identifiable benefit, in altering this process at the present time, given that the primary objective of Council's decision to conduct a major review of its Policy documentation will be concluded in the near term.

Consequently, it is considered that the more appropriate opportunity to contemplate the manner by which the Policy setting mechanism of Council is formulated in future, would be following the Council elections to be conducted in October 2019, after which Council will formally review its Committees and Reference Group structure

Strategic Plans/Policy Implications

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Item 17.1

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Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

N/A

Legal Implications

Section 2.7 (2) (b) of the Local Government Act 1995 refers.

Community Consultation

Draft Policies identified as being subject to a consultative process, will be duly advertised for public comment, prior to being presented for final adoption by Council.

Risk Management Implications

There is a "Moderate" level of "Brand / Reputation" Risk and a "High" level of "Operational Service Disruption" Risk associated with this item.

Advice to Proponent(s)/Submitters

The Proponent has been advised that this matter is to be considered at the 28 February 2019 Delegated Authorities, Policies & Position Statements Committee.

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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DAPPS 28/02/2019

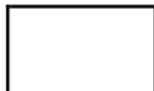
18. CONFIDENTIAL BUSINESS

Nil

19. CLOSURE OF MEETING

The meeting closed at 6.25 pm.

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14. PLANNING & DEVELOPMENT DIVISION ISSUES

14.1 PROPOSED MASTERPLAN AMENDMENT 18 - LATITUDE 32

Author(s)	C Catherwood
Attachments	<ol style="list-style-type: none"> 1. Master Plan amendment 18 document ↓ 2. Aerial - Henderson Waste Recovery Park future development cells ↓ 3. Site Plan - Henderson Waste Recovery Park ↓ 4. Schedule of Comments ↓
Location	Hope Valley Wattelup Redevelopment area (proposed Development Area 6A)
Owner	Various
Applicant	Landcorp
Application Reference	N/A

RECOMMENDATION

That Council

- (1) Adopt the Schedule of Comments on the draft Amendment 18 to the Hope Valley Wattleup Master Plan, with particular emphasis of the following points:
1. The amendment documents are not described in a manner which is clear enough to encourage active community engagement;
 2. There is a lack of strategic intent, clarity and informing information to this proposal. For example it would be prudent to reference the 2018 Defence and Defence Industries Strategic Plan and how the amendment is consistent with the planning actions that emphasise the importance of the Henderson Precinct to the AMC and defence needs;
 3. It is unreasonable, via amendments such as this, to set up broader issue matters which affect the whole Latitude 32 area;
 4. There is concern the opportunity to differentiate Latitude 32 from other industry developments will be lost;
 5. The City will need to give further consideration to the notion of future land uses (and potential for development contribution liability) for the Henderson Waste Recovery Park;
 6. The amendment fails to accommodate numerous years' worth of planning by the City for the Henderson Waste

	Recovery Park;
7.	The amendment is not considered to be consistent with orderly and proper planning;
8.	Should the amendment progress, discussions need to continue to confirm the correct land areas (including correction of areas which are not suitable for landfilling) before this is approved; and
9.	Comments on land use permissibility are offered on a 'without prejudice' basis as the City requires further time to consider these with regard for our own town planning scheme and the future review of that document which is underway;
(2)	refer the Schedule of Comments to Landcorp for their consideration;

Background

Correspondence has been received from Landcorp relating to proposed Amendment 18 to the Hope Valley Wattleup Master Plan (Latitude 32 development).

The land falls within the Hope Valley Redevelopment Area and therefore Landcorp are responsible for the planning in this area. A more detailed discussion on this may be found in the Legal Implications section of this report.

Feedback is being sought from the City of Cockburn by 29 March 2019.

A related report has also been prepared regarding the Development Area 6A draft structure plan which is being advertised concurrently.

Submission

Amendment 18 seeks to move some master plan boundaries in the northwest quadrant of the Latitude 32. This land affects a precinct which contains the City's Henderson Waste Recovery Park. The boundaries proposed to be moved relate to:

- Planning Precincts (see map 1 of amendment document contained in Attachment 1)
- Development Areas and Development Contribution Areas (see map 2 of amendment documentation)

The new precinct is proposed to be named 'Latitude 32 General Industry'. The land use table for the Master Plan will have a new column inserted to list land use permissibility for the new precinct. There are no changes proposed by this amendment to the other precincts. Based on the discussion in amendment documents, there seems to be intent to apply these precincts in a broader fashion progressively across the whole of Latitude 32. This will move toward a more flexible general industry zone, instead of the current more specialised precincts which apply.

In terms of the Henderson Waste Recovery Park, the land currently falls within Precinct 8 'Resource Recovery', which acknowledges the current use. The proposal, which would in part be facilitated via Amendment 18, is to modify the boundaries between existing Precinct 10 and 8 (Resource Recovery). Precinct 10 is to the north of the Henderson site and would be renumbered to 6A. There is no proposal as part of this amendment to change land use permissibility in this remaining section of Precinct 8 (only the portion that moves into Precinct 10 to form part of the renumbered Precinct 6A) or impact on current operation.

Report

Lack of clarity, strategic intent and informing information

Proposed Amendment 18 is the latest in a number of proposed master plan amendments in recent years. It comes across as quite difficult to follow, even for those City officers who have been dealing with Landcorp on this project for a number of years. A primary concern though is the ability for affected landowners and the broader community to understand these amendments.

It is not an unrealistic expectation that documents which seek public comments, should be relatively easy to follow. Planning documents often need to follow a prescribed 'format' and may discuss technical information. There is quite a bit of information contained in the draft Amendment 18 documents that does seek to give a bit of an overview of matters such as the role of the Master Plan and the Hope Valley Wattleup Act. There is also discussion of the proposed Planning Framework and that this amendment is one of those seeking to implement this revised approach to planning in Latitude 32.

The sheer volume of these types of amendments is undesirable. Each time an affected party is expected to assess all this background information in order to establish what the amendment is for. City officers feel it would be best to undertake these amendments more cohesively and deal with the whole development cell together.

Some of these amendments also seek to set in place matters which affect the broader Latitude 32 area. For example, this amendment will set up land use permissibility for a new precinct: 'Latitude 32 General

Industry' over land with few private landowners. Ultimately this precinct will be 'rolled out' through the development as the current precincts are changed by future amendments. Those landowners will struggle to have genuine input on land use permissibility in that situation. This is not fair and the strategic intent needs to be made much more upfront.

A decision in this regard should be given careful consideration with the benefit of an overall development perspective, given the strategic nature of Latitude 32 requiring a longer term approach which may include holding land from the market to enable the right kind of industrial investment that responds to the growth priorities of the economy.

Amendments to the Master Plan, will clearly be needed depending on the outcome of Westport, which is still in the formulation stages, and will soon commence evaluation analysis of the various potential options for freight handling considerations, thus progressing what is potentially quite a significant re-framing of the current master plan, shouldn't occur until a thorough strategic understanding of the future is known.

In addition the further strategic impact of the recently adopted 2018 Defence and Defence Industries Strategic Plan needs to be considered and how the amendment is consistent with the planning actions that emphasise the importance of the Henderson Precinct to the AMC and defence needs. This strategy carries a specific action of strategically planning and managing the Henderson precinct in relation to the AMC to ensure the needs of defence can be met. It is not clear how the draft amendment achieves this.

The WA Defence and Defence Industries Strategic Plan, there are three identified actions specific to the AMC, but with potential impacts on the Latitude 32 and broader Western Trade Coast. These are:

- Establish a Government led Task Force to undertake strategic planning and management of the Henderson precinct and the AMC to ensure they meet current and future Defence requirements.
- Coordinate and optimise use of existing infrastructure to ensure it can be leveraged to meet the needs of Defence and other industry sectors.
- Continue to engage with Defence to understand its infrastructure requirements in Western Australia including through its own review of Australian Naval Shipbuilding Infrastructure.

The City understands that master planning may be proposed, specific to the above actions. The land use permissibility contained in this amendment, for a General Industry zone is already contrary to the equivalent zone in the City's scheme. It is certainly very different to

what has been in place at the AMC. This amendment was drafted a number of years ago and has not been updated to discuss how it will be able to align with a master planning process. This is a concern given it will be the closest Latitude 32 development area to the AMC.

The 2018 Regional Development WA report 'Lithium Valley – Establishing the case for Energy Metals and Battery Manufacturing in Western Australia' notes the strengths the Western Trade Coast Industrial Park would provide to locate such an industry. A threat to this opportunity would be the lack of integrated planning across the area, which would include the Latitude 32 development area. This document goes so far to recommend a Specialised Industrial Park (SIP) be established over the entire Western Trade Coast. It recommends "the SIP should target a wide assortment of economic sectors, including commercial and manufacturing activities and professional services such as warehousing and trans-shipment". This amendment was drafted a number of years ago and has not been updated to discuss how it will be able to respond to a SIP being established should that occur and in particular whether the General Industry zone is still considered the most appropriate zone to facilitate that.

Landcorp's land should be considered carefully in respect of what is the most optimal timing in which to release land for the market, and the strategy it adopts to attract targeted investment that will assist in growing other parts of the industrial economy. Landcorp should have a hold objective associated with some of its landholdings if it is to realise the ultimate vision for Latitude 32. Market realities are short term, and in this case appear to distract from achieving a longer term vision we should expect of this land.

The draft amendment document talks about:

"updating the Master Plan in a manner that advances towards the ultimate planning framework for Latitude 32. This amendment presents an incremental step towards a contemporary planning framework that is reflective of the strategic intent for Latitude 32, the aims of the Act and key strategic and statutory policy documents on which it was created, including FRIARS, the Economic and Employment Lands Strategy (EELS) and more recently, the draft Perth and Peel @ 3.5 million".

Reference is then made to a separate future amendment to deal with the precincts in an overall and more cohesive manner. It is questionable whether it is appropriate to advance Amendment 18 without the overall matters of the future amendment being considered prior.

This would enable proper consideration by the City and the WA Planning Commission as to whether these proposals are consistent with the informing information. For example while FRIARS (2000) may have initially indicated a General and Light Industry approach, the

EELS (2012) is however more specific and discusses a land use hierarchy as follows:

“Transport industry around major infrastructure (intermodal terminal, Rowley Rd), supported by General Industry (capitalising on close proximity to Kwinana) and light industry on eastern and northern boundaries to minimise land use conflict”.

Rather than commenting on a ‘piecemeal’ section, it would be better to see this intent has flowed through with an amendment which dealt with Latitude 32 in its entirety. This would enable the City’s concerns expressed over a number of years about seeking to introduce industrial zoning within close proximity to land that will remain rural and for sensitive purposes and development. There are examples of General Industry uses which require separation from sensitive land uses in excess of 1km. Considering the State Planning Policy intent to contain buffers to new industrial uses within those developments, the approach taken by Landcorp is inconsistent with a detailed consideration of the likely impacts that General Industry zoning will deliver.

Lack of market differentiation and planning rigour

The amending report includes the note that:

"The amendment seeks to respond to the changes in industry requirements and provide for ongoing development of Latitude 32, in a manner which better responds to the direction of industrial development by providing greater land use flexibility..."

There does not appear to be any rigour to this suggestion, and of course it is difficult to justify without considering the whole of Latitude 32 but also its position as part of the broader Western Trade Coast.

The City is concerned that Latitude 32 may lose the opportunity to differentiate from other general industry precincts across the metropolitan area. Latitude 32 was meant to provide for the state's strategic industry needs, and not merely for general industrial development. Latitude 32 is the last remaining opportunity to secure strategic industrial clusters and sectors for WA which has all the advantages that come with access to knowledge workers, port, road and rail access, and relatively cheap utility costs. To abandon this in the absence of a strategic review of the entire project is of concern to the City. It also has a direct impact on the nearby Australian Marine Complex, as discussed further in this report.

The approach to impose a General Industry zone will inhibit Landcorp's ability to tailor certain areas within Latitude 32 towards certain land use outcomes and seems to depart from the intent reflected in EELS (2012). For example, the creation of a logistics and warehousing cluster could be inhibited as there appears now a far wider scope of land use

permissibility. Apart from being able to allow the private market more flexibility, it is questionable as to whether there is any planning reason to progress down such a path, when local precedents like the internationally competitive Australian Marine Complex have included tight land use control to ensure only synergistic development takes place. There is some argument this could see the loss of opportunities to businesses and industries which could genuinely maximise the strategic locational benefits this site will provide. Conversely, there is an argument that if this area is made more flexible, this may be seen as a benefit which should also be extended to parts of the Australian Marine Complex.

The City should specifically ensure that if the State Government see fit to open up flexibility in this land precinct which is proximate to the AMC, then such should be applied to the other precincts servicing the AMC. The City is aware of continuing concerns from landowners expressed about the restrictive nature of current land use controls in the AMC.

Development Contributions

It is noted this amendment does not deal with the issue of development contributions. These are proposed to be dealt with as part of a separate future amendment. A development contribution plan would provide details for administering the development contribution area. The imposition of a development contribution area is necessary where there is a clear need to contribute towards identified shared infrastructure.

As with the issue and land use permissibility, dealing with this matter in a piecemeal fashion has a far reaching impact on all Latitude 32 landowners. This limits the ability for meaningful engagement with those landowners in the future.

City officers will need to give further thought to how the possibility of future land uses (following landfilling) should be facilitated from a planning point of view. Once satisfactory options have been discussed, the City can advise Landcorp how it would expect these ultimate land uses to be enabled. Given the complexities of the contaminants, applying the full suite of industrial land uses may not be appropriate. By extension, a liability towards development contributions might also require special consideration.

Lack of support for City of Cockburn Henderson Waste Recovery Park

The City has put a number of years into working with Landcorp on the future planning for the Henderson Waste Recovery Park ('HWRP'). There has been preliminary consultation on this plan in 2016, then 2017. The comments provided in relation to the HWRP have been largely not addressed on both occasions which is disappointing considering the importance of this major asset to the City and broader Perth metropolitan region.

The City understood it had agreement with Landcorp, in its purchase of land from Cockburn Cement, to undertake a contra agreement to organise a land swap with the City to achieve its long term Henderson waste recovery vision (refer to Attachments 2 and 3), and to also enable the State Government to secure key components of land assembly such as for the intermodal and Wattleup DA2 precinct. This will likely be prevented, by undertaking a zoning of the precinct 6A land which does not provide for the specific use of waste recovery.

Orderly and proper planning

Based on the above discussion, the City believes the amendment document is not consistent with orderly and proper planning.

Proposed land use permissibility – General Industry

A number of concerns involve the land use permissibility indicated for the new precinct. To a degree, there should be consistency between the Latitude 32 Master Plan and the schemes of the affected local government areas. In Cockburn's instance a scheme review is also underway. As part of the future 'normalisation' process when the land is brought back under the local planning scheme, the local government will need to apply an appropriate zone. To achieve consistency early would assist with minimising non-conforming uses.

Detailed comments may be found in the Schedule of Comments (see Attachment 4).

Henderson Waste Recovery Park

The extent of Amendment 18 as proposed would not implement in full the Proposed Land Use Plan for the Henderson Waste Recovery Park. It would be the first step with a view to applying an 'Additional Use' designation (likely via a future structure plan). It is important as part of Amendment 18 though to ensure the proposed boundary of the Master Plan precincts acknowledge the City's intent for this site.

From an operational point of view the following matters arise for consideration:

- The City has the potential to construct an additional Landfill Cell 8 to the east of Landfill Cell 4 (see Attachment 3). This is only possible if the nib of Lot 6 that protrudes westwards is also zoned Resource Recovery. This does not appear to be acknowledged by the current Additional Use proposal. The buffer distance to the existing eastern dwelling (Lot 6 Caratti Road Wattleup) in Precinct 9 (North East Gateway) may impact or prevent landfilling on Cell 8. EPA Guide to Buffers currently recommends 150m to a Class 2 and 3 Putrescible Landfill.

- The Proposed Resource Recovery Zone does not include the northwest corner of Cell 6 which the City purchased in 2006 from WA Limestone and which is now covered in landfill. Please refer to the latest cadastral boundaries.
- It is the City's intention to create a 'front of house' entrance off Dalison Avenue (see Attachment 3 extract of plan from Future Development Strategy). Buffer distance to the existing eastern (Lot 8 Dalison Ave) dwelling in Precinct 7 (Northern Transport) may impact or prevent the construction and operation of a Material Recovery Facility and associated waste processing activities (crushing and screening of Construction and Demolition Waste). EPA Guide to Buffers currently recommends 200m to a Waste Depot.
- The Proposed Resource Recovery Zone includes an area (11.4ha) the City has quarantined from its use to make way for the potential Intermodal Facility. This area contains numerous old growth tuart trees that would result in significant vegetation offset cost for the City should a clearing permit be issued. This area represents no value to the City zoned as Resource Recovery. Any land needed for the potential Intermodal Facility should be appropriately reserved under Appendix 2 – Hope Valley Wattleup Reserves Map and acquired by the State Government for these purposes.
- The existing Resource Recovery Zone covers 54ha. The proposed Resource Recovery Zone covers 67.8ha (land already owned by the City) minus the 11.4ha of unusable Intermodal land = 56.4ha. Discussions need to continue to confirm the correct land areas (including correction of areas which are not suitable for landfilling) before this is finalised.
- Once all landfill cells are completed and capped, waste decay continues and differential settlement occurs. Therefore buildings cannot be constructed on landfill cells. Hardstand for container storage and solar array are two of the potential uses for the flat surfaces on top of the landfill cells post closure. City officers will need to give further thought to how this should be facilitated from a planning point of view. Once satisfactory options have been discussed, the City can advise Landcorp how it would expect these ultimate land uses to be enabled. Given the complexities of the contaminants, applying the full suite of industrial land uses may not be appropriate.

Strategic Plans/Policy Implications

Moving Around

Improve connectivity of transport infrastructure.

Continue advocacy for a better solution to regional freight movement.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Budget/Financial Implications

Nil

Legal Implications

Planning and Development Act 2005

This act provides for the making of local planning schemes; however Part 5, Division 1, clause 71 prohibits the local government from making a local planning scheme in the area covered by the Hope Valley Wattleup Redevelopment Act 2000.

Hope Valley Wattleup Redevelopment Act 2000

In light of the above provision in the Planning and Development Act, the WA Land Authority (Landcorp) are tasked with the function of planning, undertaking, promoting and coordinating development in this area. This includes the need to prepare and keep under review a master plan.

Part 3 of this act relates to the Hope Valley Wattleup Master Plan.

Division 2 deals with preparation and approval of a master plan. The contents of a master plan are discussed in Clause 11(1), which states:

“A master plan to be prepared and submitted under this Division may make any provision that the Authority considers will promote the orderly and proper planning, development and management of the redevelopment area, including any provision that may be made by a local planning scheme under the Planning and Development Act 2005”.

Clause 12(3) states (emphasis added):

“A proposed master plan is not to be submitted to the Commission unless sections 18 and 19 have been complied with in respect of that master plan and it was prepared –

- a) *After consultation with the City of Cockburn and Town of Kwinana (whether that consultation occurred before or after the commencement of this Act); and*
- b) *Having regard to the views of those local governments”.*

Division 3 deals with amendment of the master plan. Clause 17(3) states (in part):

“The following provisions apply for the purposes of this section, with all necessary changes –

- a) *Sections 12(3) and (4), 13 and 15, as if references in those sections to a, or the, proposed master plan were references to the proposed amendment to the master plan”.*

The above provisions mean these comments on the proposed amendment prior to public consultation are an important opportunity to express the local government’s view and highlight matters which should be clarified to enable meaningful public consultation. These comments were also provided in both 2016 and 2017 prior to the WA Planning Commission’s consent to advertise.

Community Consultation

Public consultation is currently underway. The consultation period extends from 15 February till 29 March 2019.

Risk Management Implications

There are three distinct areas of risk, which relate to the different roles of the City of Cockburn. These are set out separately below.

Proposed Amendment 18

The City as the affected local government should provide comment on the proposed amendment. If comments are not provided, or any concerns are not highlighted as part of our response, the City would miss the opportunity for Landcorp and the Department of Planning, Lands and Heritage to consider these.

Management of Development Contributions

Should the local government ultimately inherit the development contribution plan administrator role for Latitude 32 (and associated shortfall responsibilities), there is a risk if the future of the site is not clear (and accordingly the DCP liability or otherwise not clear). This could lead to a shortfall in the DCP which would need to be made up by the fund’s administrator. To avoid this, if there is no intent or ability to

develop this site for industrial within the timeframe of the Latitude 32 development, then the City should ensure there is no DCP liability assigned to this site to ensure funds are only collected from developable land and the shortfall risk is minimised.

Henderson Waste Recovery Park

In this instance, the City is the landowner, operator and local government authority for this site. Accordingly, we have a range of interests and associated risks.

Without clear expression of our long term expectations of this site, the City cannot expect these to be accommodated by Landcorp who need to undertake the long term planning for this area.

The City needs to have a clear vision of its future for this site, how long it will continue to be used for waste recovery and where that fits within the long term vision for Latitude 32. This needs to inform the response provided, and if it is not known, it may result in a less than ideal outcome for the site.

Advice to Proponent(s)/Submitters

The Proponent(s) for the proposal have been advised that this matter is to be considered at the 14 March 2019 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



MASTER PLAN AMENDMENT 18

For Advertising

Western Australian Land Authority
(LandCorp)

15 February 2019



THIS DOCUMENT HAS BEEN PREPARED BY URBIS FOR LANDCORP



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Hope Valley-Wattleup Redevelopment Act 2000 (as amended)

AMENDMENT TO THE MASTER PLAN

Hope Valley-Wattleup Redevelopment Project Master Plan (Master Plan)

Amendment No. 18

RESOLVED that the Western Australian Land Authority, in pursuance of Part 3 of the *Hope Valley-Wattleup Redevelopment Act 2000*, amend the above Master Plan by:

1. Amending Table 1 – Precinct Land Use by:

- a. Inserting new column titled 'Latitude 32 General Industry' after the column titled '14 Long Swamp' with the following land use permissibilities:

USE CLASSES	LATITUDE 32 GENERAL INDUSTRY
Agriculture Intensive	X
Amusement Parlour	X
Ancillary Accommodation	X
Bed & Breakfast	X
Betting Agency	X
Bulk Goods Handling	D
Car Park	D
Caretakers Dwelling	X
Child Care Premises	X
Civic Use	X
Club Premises	X
Community Purpose	X
Consulting Rooms	X
Container Park	D
Convenience Store	D
Crèche	X
Distribution Centre	D
Dwelling	X
Educational Establishment – Primary and Secondary	X
Educational Establishment – Tertiary	X
Family Day Care	X
Farm Supply Centre	X
Fast Food Outlet	X
Fuel Depot	A
Home Business	X
Home Occupation	X
Home Office	X
Hotel	X
Industry – General	P
Industry – Extractive	A
Industry – Hazardous	A
Industry – Light	P
Industry – Rural	D
Industry – Service	P
Laundry (Industrial)	D
Lunch Bar	D



Market	X
Medical Centre	X
Motel	X
Motor Vehicle, Boat or Caravan Sales	D
Motor Vehicle Repair	D
Motor Vehicle Repair – Accident	D
Motor Vehicle Wash	D
Office	D*
Place of Worship	X
Recreation Private	X
Research and Development	X
Residential Building	X
Resource Recovery	A
Restaurant	X
Rural Pursuit	X
Salvage Yard	D
Service Station	D
Shop	X
Showroom	X
Storage	D
Tavern	X
Technology	D
Telecommunications infrastructure	D
Trade Display	P
Transport Depot	D
Truck Stop	D
Vehicle Wrecking	X
Veterinary Clinic	X
Warehouse	D

2. Amending Schedule 11 – Development Areas by:

- a. Replacing the text 'VI' with the number '6A'
- b. Deleting column two titled 'Precinct' from the table; and
- c. Inserting into the column titled 'Provisions' the following text;

"Subdivision and development in Development Area 6A shall generally align with the following objective:

To facilitate general industrial development including, but not limited to, those capable of supporting future port operations and development within the Australian Marine Complex."

3. Amending Schedule 12 – Development Contribution Plans by:

- a. Replacing Reference No. 'DCA VI' with 'DCA 6A'; and
- b. Deleting to second row titled 'Area Name:' within each table of Schedule 12.

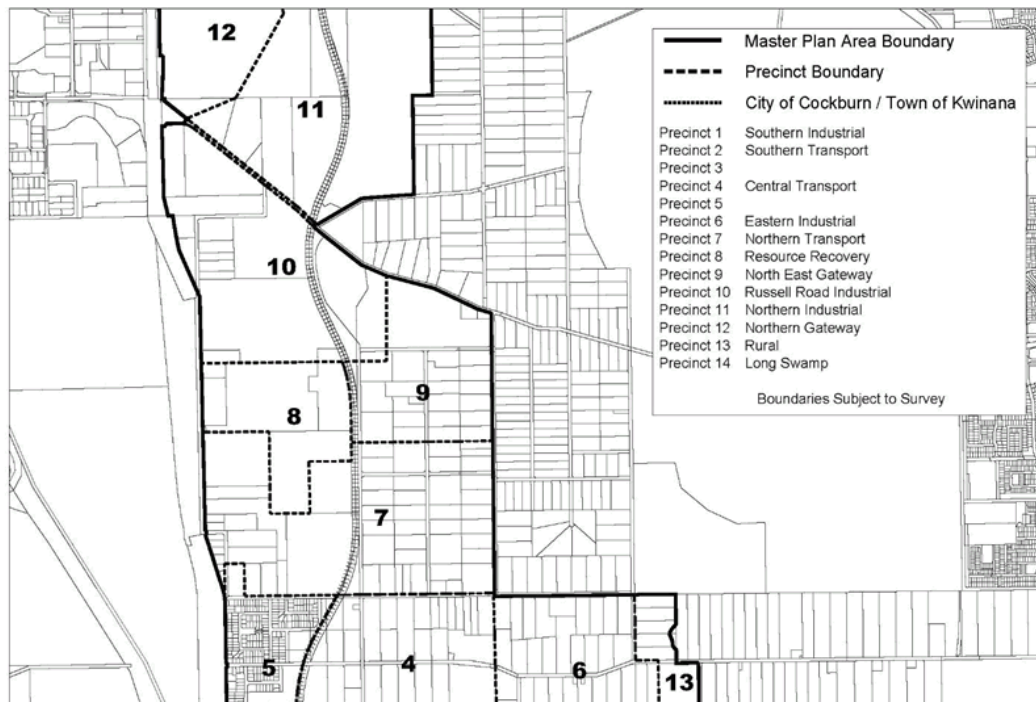
4. Amending Appendix 1 - Hope Valley Wattleup Redevelopment – Master Plan Map to create a new Precinct named Latitude 32 General Industry with the following modifications, as detailed on Map 1:

- a. Transferring a portion of Precinct 8: Resource Recovery and 10: Russell Road Industrial into the new Precinct named 'Latitude 32 General Industry';

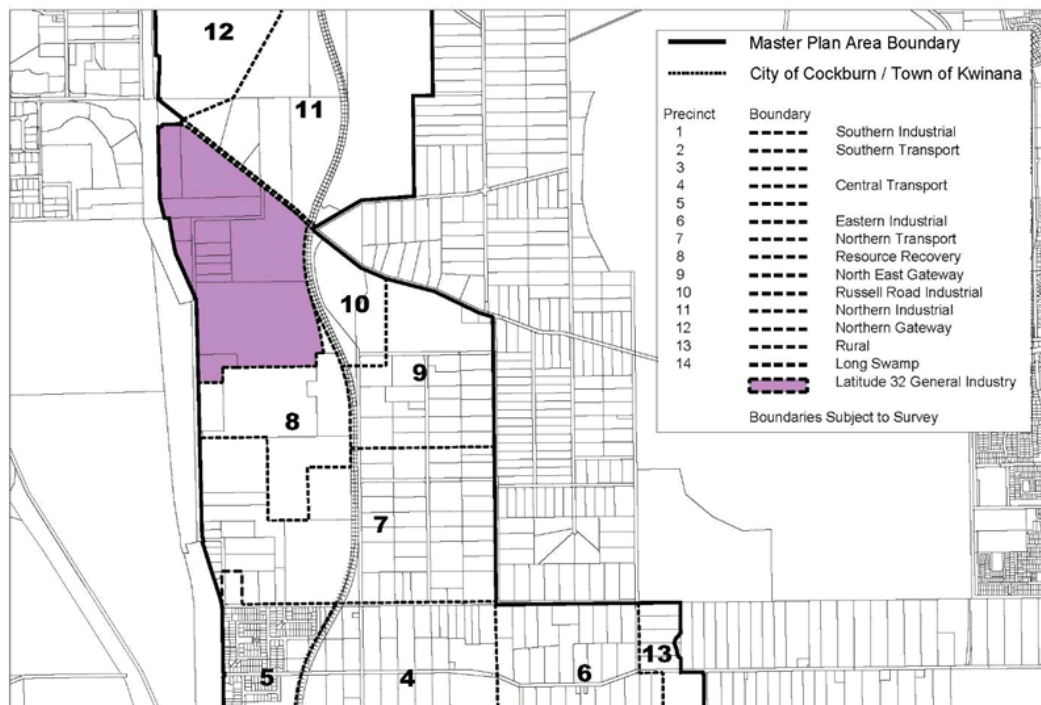


- b. Amending the legend in accordance with (a) to (b) above as detailed on Map 1.
- 5. Amending Appendix 1 - Hope Valley Wattleup Redevelopment – Master Plan Map to create a revised Precinct 8: Resource Recovery, as detailed on Map 1:
 - a. Transferring a portion of Precinct 10: Russell Road Industrial into Precinct 8: Resource Recovery.
- 6. Amending the legend of Appendix 1 – Hope Valley Wattleup Redevelopment – Master Plan Map by creating a heading for Precinct, Boundary and Precinct Name, numbering Precincts 1-14, creating a boundary colour for Latitude 32 General Industry Precinct as detailed on Map 1.
- 7. Amending Appendix 3 – Hope Valley Wattleup Redevelopment – Development Areas and Development Contribution Areas Map to create a new Development Area and Development Contribution Area 6A, as detailed on Map 2 by:
 - a. Transferring a portion of Development Area and Development Contribution Area X into the new Development Area and Development Contribution Area 6A;
 - b. Amending the legend to replace the number '3' with '3, 6A' and replacing the symbol 'IV' with 'I, IV-XIII'.
- 8. Amending Appendix 3 – Hope Valley Wattleup Redevelopment – Development Areas and Development Contribution Areas Map to create a revised Development Area and Development Contribution Area VIII, as detailed on Map 2 by:
 - a. Transferring a portion of Development Area and Development Contribution Area X into the revised Development Area and Development Contribution Area VIII.

MAP 1



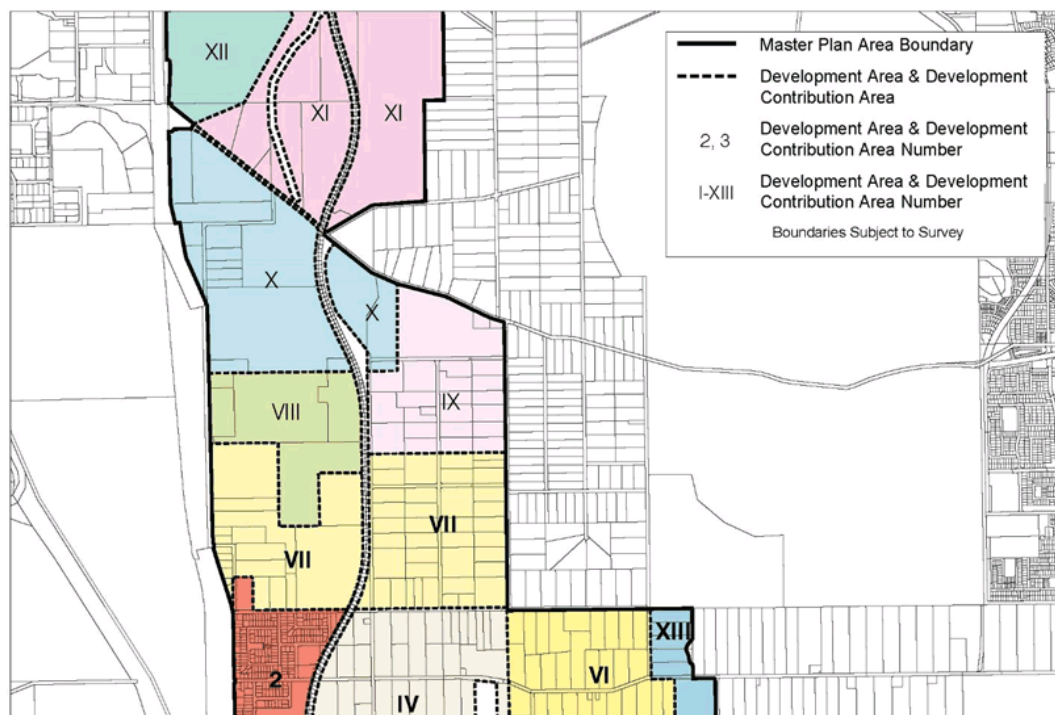
EXISTING PRECINCT BOUNDARIES



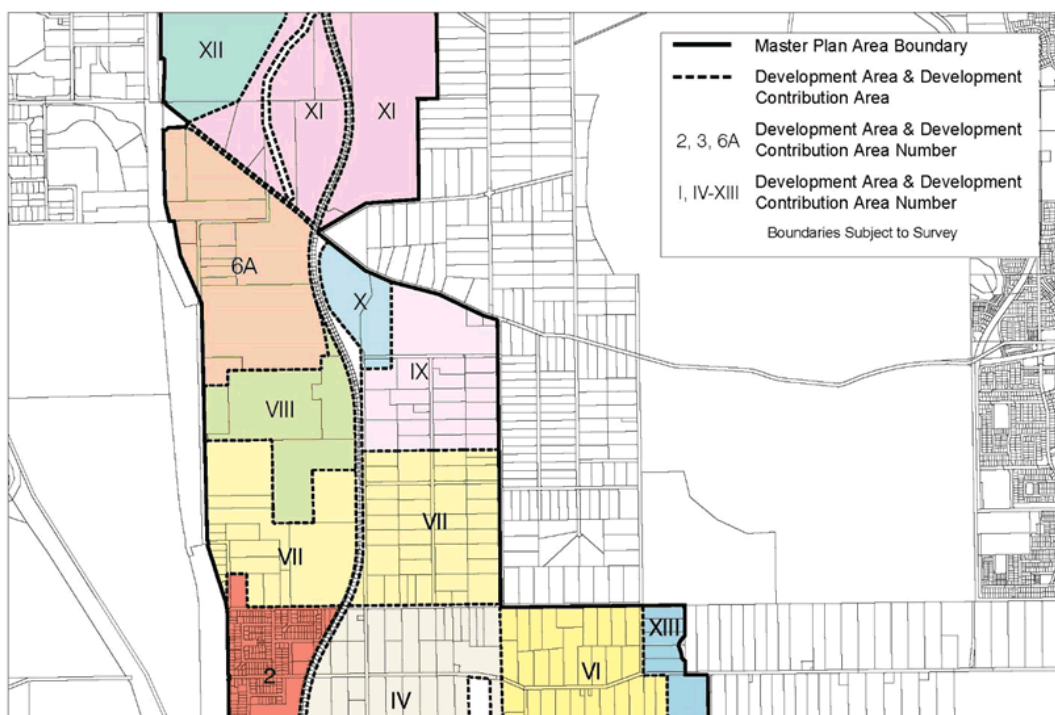
PROPOSED CHANGES TO PRECINCTS



MAP 2



EXISTING DEVELOPMENT AREA & DEVELOPMENT CONTRIBUTION AREA



PROPOSED CHANGES TO DEVELOPMENT AREA & DEVELOPMENT CONTRIBUTION AREA



FINAL ADOPTION

Under Section 15(4) of the Hope Valley Wattleup Redevelopment Act 2000

Dated this _____ day of _____ 20_____

MINISTER FOR TRANSPORT; PLANNING; LANDS



1 Introduction

The purpose of this document is to set out the background, context and rationale to amend the Hope Valley-Wattleup Redevelopment Project Master Plan (Master Plan), being both the Text and Maps. This amendment is referred to as Amendment No.18 and proposes the creation of new Precincts and a new Development Area and Development Contribution Area to align with the Development Area 6A Structure Plan. These are described in detail in Section 3 of this report. Amendment No.18 also seeks to standardise land uses consistent with Precinct 3 approved as part of Amendment No. 9 to the Master Plan gazetted in October 2015.

The Master Plan functions as the planning scheme for the Hope Valley-Wattleup Redevelopment Area (Redevelopment Area), referred to as Latitude 32 Industry Zone (Latitude 32). The Master Plan is responsible for:

- Land use permissibility;
- Requirements for planning approval;
- Development contributions; and
- Protection of the environment and heritage.

The Master Plan includes Precincts (which control land use) and Development Area and Development Contribution Area (requiring structure plans and contributions to shared infrastructure).

In this regard, key components of the Master Plan are Table 1 – Precinct Land Use, Schedule 11 – Development Areas, Schedule 12 – Development Contribution Plans, and Appendices 1, 2 and 3 of the Master Plan being;

- Appendix 1 – Hope Valley Wattleup Redevelopment – Master Plan Map (refer Figure 1)
- Appendix 2 – Hope Valley Wattleup Redevelopment – Reserves Map (refer Figure 2)
- Appendix 3 – Hope Valley Wattleup Redevelopment – Development Areas and Development Contribution Areas Map (Refer Figure 3).

The boundaries of both the Precincts and the Development Area and Development Contribution Areas primarily determine the proposed structure plan boundaries and vice versa.

1.1 Overview

Latitude 32 is required to meet the statutory requirements of the Act and the Master Plan and ensure the planning framework provides for certainty and flexibility, enabling land development and the timely release of industrial land that responds to market requirements.

Amendment No. 18 proposes to update the Master Plan in a manner that advances towards the ultimate planning framework for Latitude 32. This amendment presents an incremental step towards a contemporary planning framework that is reflective of the strategic intent for Latitude 32, the aims of the Act and key strategic and statutory policy documents on which it was created, including; FRIARS, the Economic and Employment Lands Strategy (EELS) and more recently, the Perth and Peel @ 3.5 Million including the South Metropolitan Peel Sub-regional Planning Framework 2018.

To support the ultimate planning framework for Latitude 32, the land use intent for each Precinct has been reviewed and is being progressively modified. This direction on land use planning has informed the consolidation of Precincts and associated land use permissibility, and will also inform the preparation of Structure Plans and guide ultimate subdivision and development of land.



1.2 Westport – Port and Environs Strategy

Following the Government's decision in 2017 to review port planning in Perth and its surrounds, the Westport Taskforce was established to deliver an integrated strategy to meet freight and trade logistics for Perth and surrounding regions for the next 50-100 years.

The Westport: Port and Environs Strategy will provide increased certainty for port investors, communities and port users on the future of the Inner Harbour in Fremantle, the Outer Harbour in Kwinana, and will investigate how Bunbury Port may contribute to the overall freight task.

As part of its work, Westport will investigate the required rail and road networks and opportunities for trade expansions. This includes Department of Defence and other user requirements within the Australian Marine Complex at Henderson and the expansion of this precinct into nearby Latitude 32. For this reason, the planning for Development Area 6A will continue to be undertaken in consultation with the Westport Taskforce as required.

To support the strategic and long-term planning for WA's freight and trade logistic industry, land use planning for Latitude 32 needs to be flexible to accommodate outcomes of the planning underway by the Westport Taskforce. This includes, but is not limited to an intermodal terminal investigation and the land and transport requirements associated with it.

The final Westport Strategy is expected to be presented to Government in September 2019. A working group has been established for the duration of the Westport project to integrate Latitude 32 planning with Westport's planning.

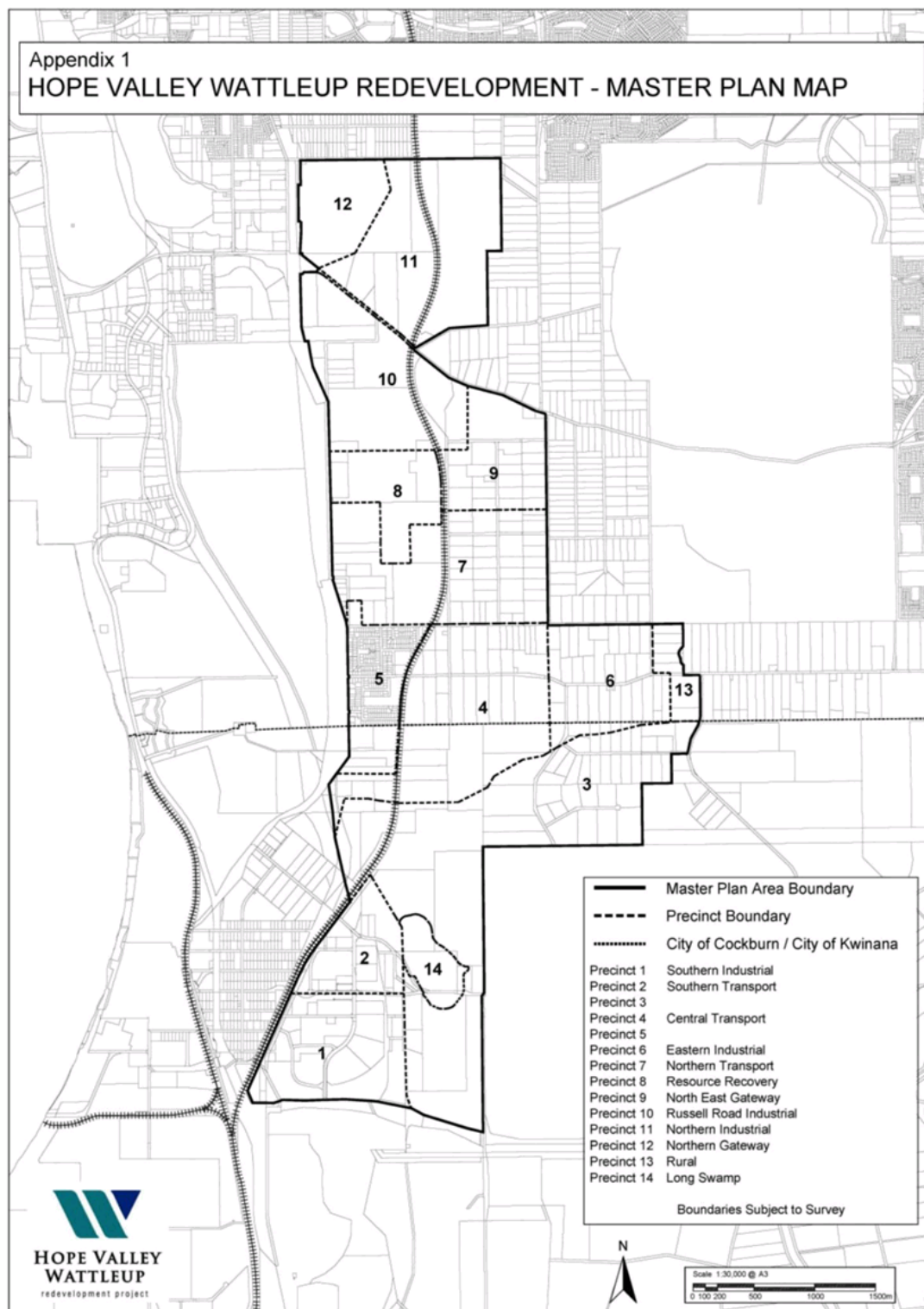


Figure 1 – Appendix 1 – Hope Valley Wattleup Redevelopment – Master Plan Map

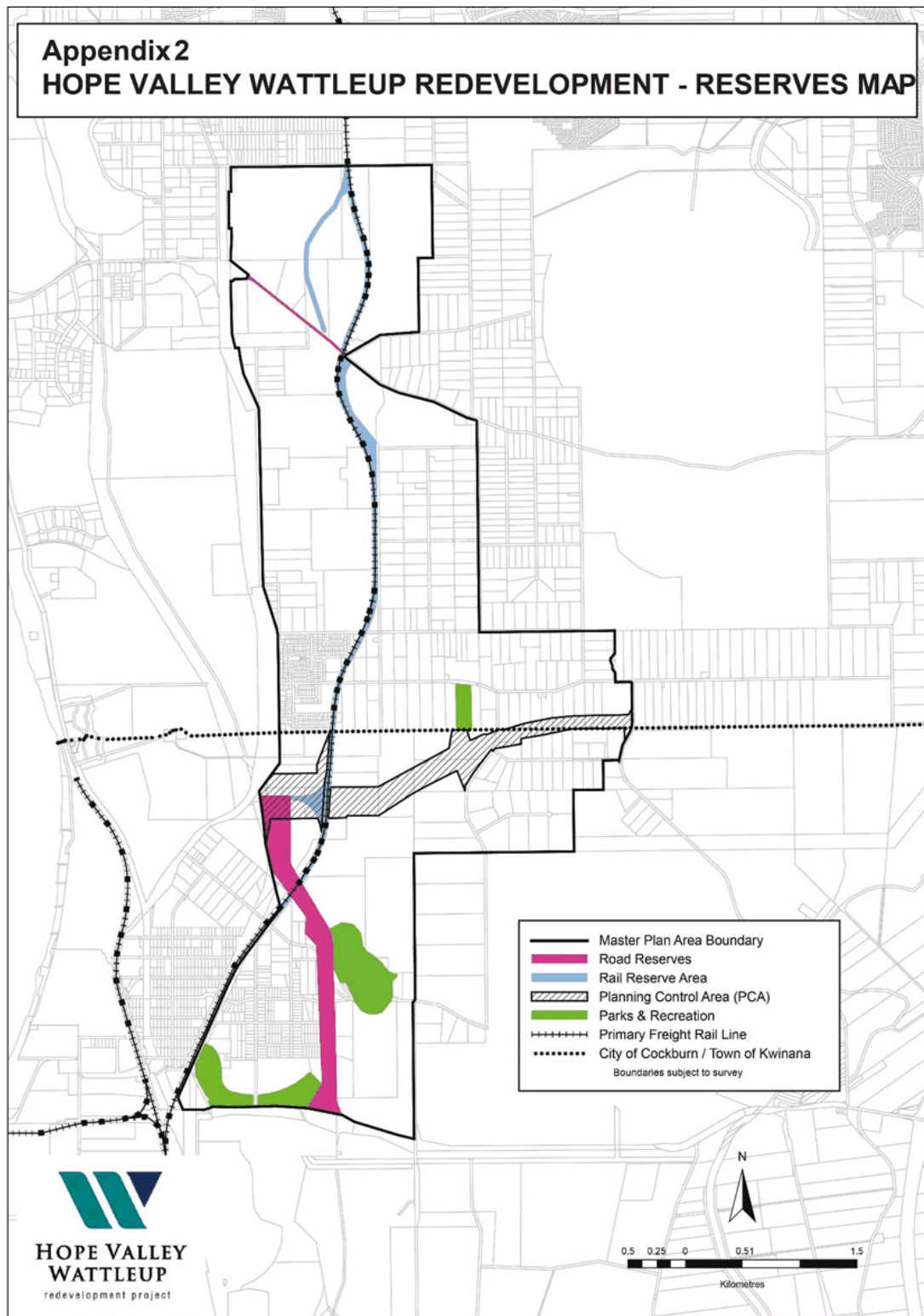


Figure 2 – Appendix 2 – Hope Valley Wattleup Redevelopment – Reserves Map

Master Plan Amendment No. 18 – For Advertising
February 2019

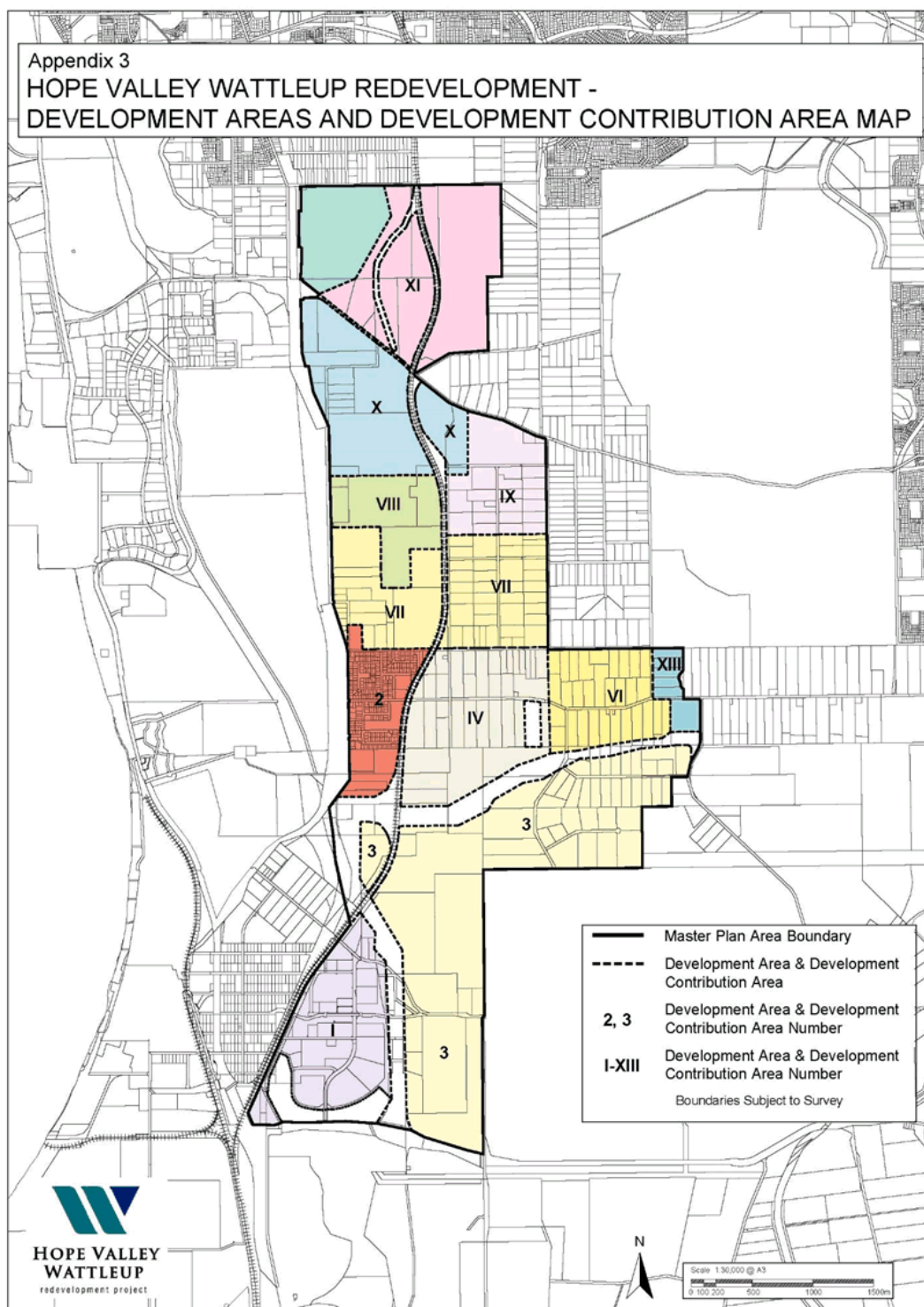


Figure 3 – Appendix 3 – Hope Valley Wattleup Redevelopment – Development Areas and Development Contribution Areas Map



2 Existing Planning Framework

2.1 Latitude 32 Background

The Fremantle Rockingham Industrial Area Regional Strategy 2000 (FRIARS) was undertaken to protect and optimise the Kwinana Industrial Area (KIA), given the recognition of the KIA's importance to the State.

In accordance with the recommendations of FRIARS, the Hope Valley-Wattleup Redevelopment Project, hereafter referred to as Latitude 32 was established. Latitude 32 is governed by the Hope Valley-Wattleup Redevelopment Act 2000 (the Act) and excises the Act area (Redevelopment Area) by repealing the relevant planning schemes.

Latitude 32, incorporating approximately 1,400 hectares of land, is strategically located within the Western Trade Coast (WTC). The WTC is made up of four estates, of which one is Latitude 32. Latitude 32 has been planned to complement the other estates within the WTC by supplying general and transport industrial land to support the heavy and special industrial estates.

Latitude 32 is located in close proximity to existing and planned service and transport infrastructure, including access to road, rail and sea.

Latitude 32 is required to meet the statutory requirements of the Act and the Master Plan and ensure the planning framework provides for certainty and flexibility, enabling land development and the timely release of industrial land that responds to market requirements.

2.2 Hope Valley-Wattleup Redevelopment Act 2000

In accordance with the recommendations of FRIARS, development within Latitude 32 is governed by the Act.

The Act excises the Redevelopment Area by repealing the planning schemes in operation within the area, being the Metropolitan Regional Scheme and local planning schemes of the Cities of Kwinana and Cockburn. In response to this, the Act sets out key functions and the statutory mechanisms which guide land use and development in Latitude 32 including the requirement for a Master Plan.

The Act specifies the Authority, being the Western Australian Land Authority (trading as LandCorp) and its function under the Act to:

1. Plan, undertake, promote and coordinate the development and redevelopment of land in the Redevelopment Area.
2. Prepare and keep under review the Master Plan for the Redevelopment Area in accordance with Part 3 of the Act.
3. Acquire land in connection with the Redevelopment Area.
4. Exercise any of its powers under the Western Australian Land Authority Act 1992 for the purpose of performing its functions conferred on it under this Act.

The Master Plan was gazetted in 2005 and largely functions as a town planning scheme for the Redevelopment Area. The Act sets out the process and requirements for undertaking amendments to the Master Plan. This amendment request has been prepared in accordance with Part 3 of the Act.



3 Proposed Planning Framework

Amendment No. 18 proposes to update the Master Plan in a manner that advances towards the ultimate planning framework for Latitude 32. This amendment presents an incremental step towards a contemporary planning framework that is reflective of the strategic intent for Latitude 32, the aims of the Act and key strategic and statutory policy documents on which it was created, including FRIARS, the Economic and Employment Lands Strategy (EELS) and more recently, Perth and Peel @ 3.5 Million together with the South Metropolitan Peel Sub-regional Planning Framework 2018.

A future amendment will be progressed which proposes an overall amendment to the Master Plan (similar to an omnibus amendment) with the aim to review land use permissibility, administrative changes to establish consistency and align provisions with a more contemporary planning document.

In this context, Amendment No. 18 proposes the introduction of the Precincts and Development Areas / Development Contribution Areas for Development Area 6A, to introduce a more contemporary approach to align more closely with the conventional WA planning system (as would otherwise be the case if not for its inclusion within a Redevelopment Area) and the aims of ultimate planning framework being worked towards.

3.1 Land Use Intent

To support the ultimate planning framework for Latitude 32, the land use intent for each Precinct has been reviewed and is being progressively modified. This direction on land use planning has informed the consolidation of Precincts and associated land use permissibility, and will also inform the preparation of Structure Plans and guide the ultimate subdivision and development of land.

The land use intent for the Latitude 32 General Industry Precinct proposed by Amendment No. 18 is set out below:

- Latitude 32 General Industry

The majority of Latitude 32 is intended to be developed for industrial land uses in a manner that responds to market demands. A variety of general industry land uses are encouraged that can take advantage of the strategic location and planned transport networks, facilitating significant business and employment opportunities. Complementary land uses including but not limited to transport, logistics and storage are encouraged.

The above land use intent is reflected through the proposed land uses permissibilities for each Precinct detailed in section 4.1 of this amendment report.

3.2 Development Contribution Arrangement

Whilst Amendment No. 18 amends Appendix 3 – Hope Valley Wattleup Redevelopment – Development Areas and Development Contribution Areas Map to create Development Area 6A (refer *Figure 4*) and Development Contribution Area 6A (DA / DCA), it does not include the introduction of a Development Contribution Plan (DCP) for the subject area. The development contribution arrangements will be addressed and adopted as part of a subsequent amendment in accordance with the provisions of the Master Plan.

The preference to address the DCP as part of a subsequent amendment has been influenced by the relationship between the infrastructure items to be identified, and transparency to stakeholders regarding the actual infrastructure costs including; landowner and stakeholder responsibilities. These will only be known when detailed design is further progressed. It is therefore, felt more appropriate to modify Schedule 12 once there is a clear delineation of the actual costs and responsibilities.



3.3 Bushfire Management

Due to the current extent of on-site and adjacent vegetation, portions of the land subject to MPA18 is designated as Bushfire Prone, as outlined on the Western Australian Map of Bush Fire Prone Areas (DFES 2017). In order to meet planning requirements triggered under State Planning Policy 3.7 Planning in Bushfire-Prone Areas (WAPC 2017) it will be necessary to prepare a Bushfire Management Plan (BMP) to accompany any Structure Plan that is prepared for Development Area 6A.

A pre-development bushfire hazard level assessment prepare as part of the draft DA6A Structure Plan identifies the majority of the site as having a Low or Moderate bushfire hazard level, reflecting that the majority of native vegetation has been cleared from the site and confirming that development can avoid areas of Extreme bushfire hazard level. Given that proposed development will result in clearing and/or management of the remaining on-site vegetation, the post development state of the site will result in even lower hazard levels.

The bushfire risks to proposed development posed by any post development hazards can be managed through standard application of acceptable solutions identified within SPP3.7, including provision for and implementation of Asset Protection Zones, relevant bushfire building construction standards, provision of adequate emergency water supply and vehicular access, as well as through a direct bushfire suppression response if required.

Temporary on-site bushfire hazards will be managed through the creation and maintenance of 100 m wide cleared or low fuel buffers around each development stage, to ensure that buildings can be constructed within the identified BAL rating and construction is not impacted by temporary on-site vegetation.

These responses will then ultimately be factored into the proposed development early in the planning process to ensure a suitable, compliant and effective bushfire management outcome is achieved for protection of future life, property and environmental assets.

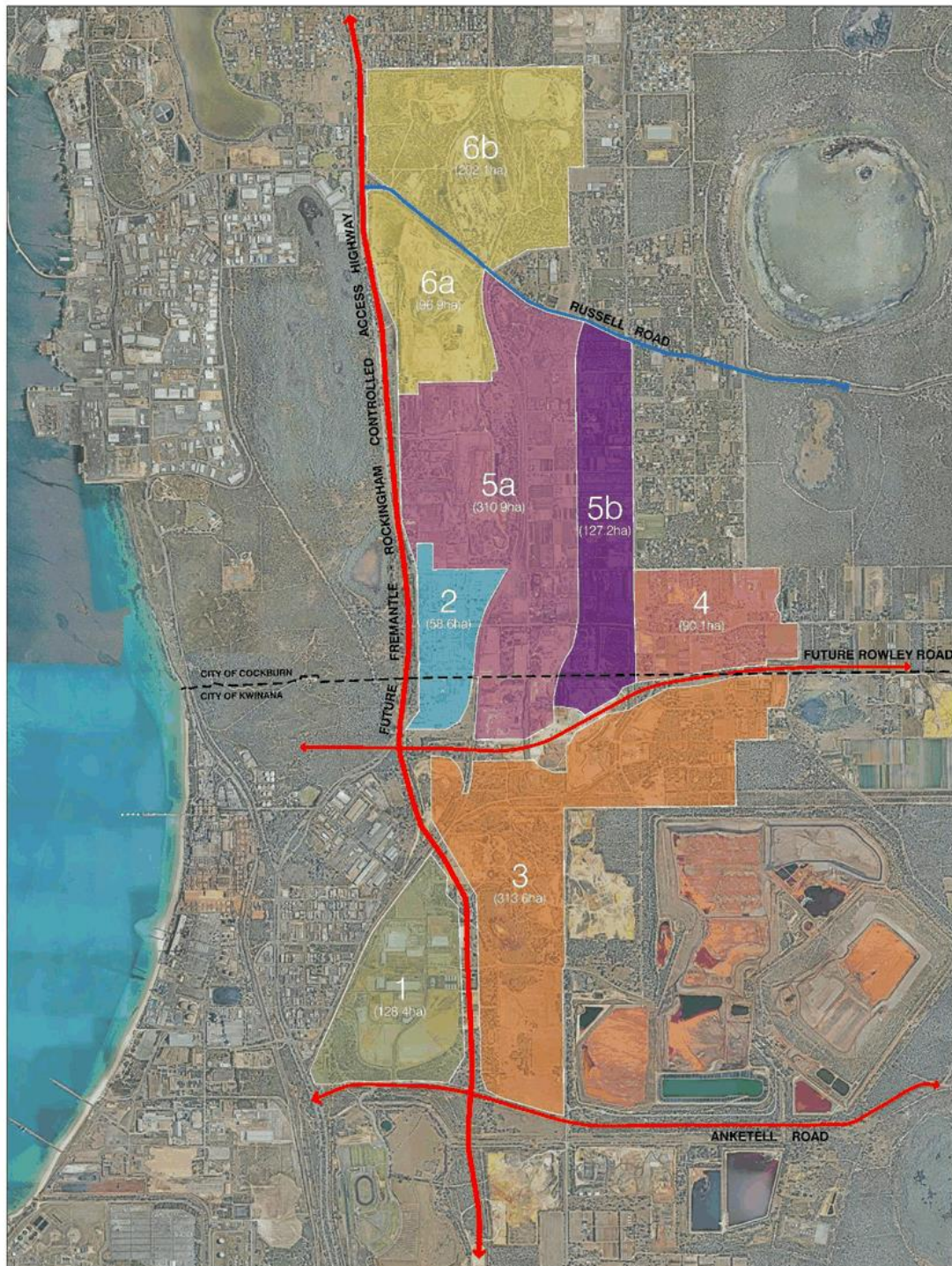


Figure 4 - Proposed Latitude 32 Development Areas Plan

4 Amendment No. 18

Outlined below are the details and rationale for the proposed modifications to the Master Plan.

4.1 Precincts and the Use of Land

4.1.1 Establishing Revised Precinct Boundaries

To provide a planning framework that is both flexible and capable of responding to market demand, there is a need to review and rationalise the Precincts within the Redevelopment Area. The modification of the Precinct boundaries is required to facilitate a consistent approach to land use planning across the Development Area 6A Structure Plan. In particular, the existing Precincts provide for a range of land use permissibility not consistent with the principles and intent of the Structure Plan.

The proposed Precinct changes introduce colours to progress towards a more contemporary planning framework. This change will support the progression towards normalisation and the use of Precinct 'colours' rather than 'numbers' similar to a conventional WA local planning scheme. The use of colours for the Precincts spatially delineates the boundary in accordance with the legend of Master Plan Precinct Map. This is consistent with model provisions for local planning schemes as per Schedule 1, Part 3 - Zones and Use of Land within the *Planning and Development (Local Planning Schemes) Regulations 2015*. The proposed Precinct changes are illustrated in Figure 5 and described below.

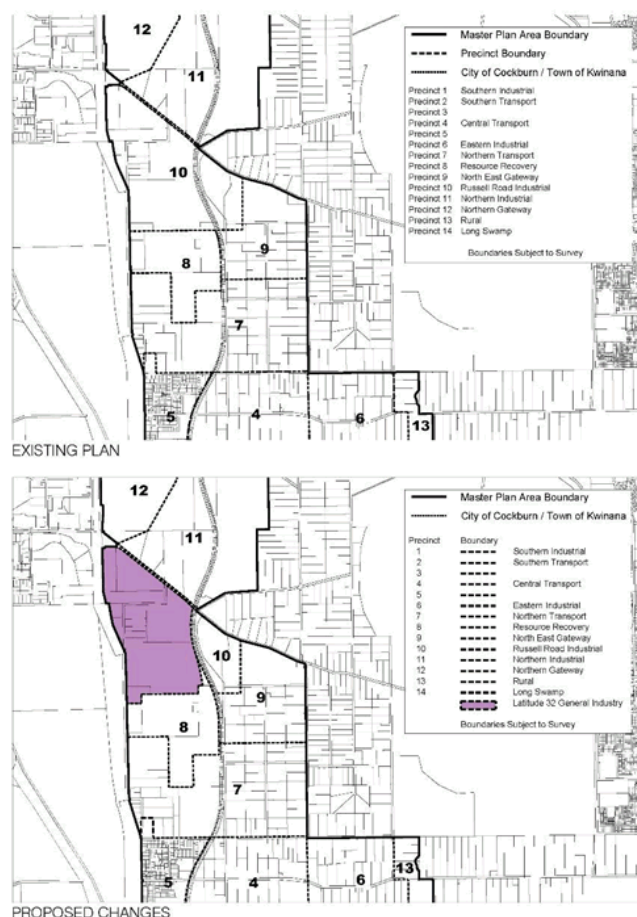


Figure 5 - Proposed changes to Appendix 1 - Master Plan Map



4.1.1.1 MODIFYING THE RESOURCE RECOVERY PRECINCT

The City of Cockburn's Henderson Waste Resource Recovery Park is located to the south of the subject area. In the past, it has been proposed to reconfigure the site to function in a north-south arrangement, extending north into the proposed Latitude 32 General Industry Precinct and Development Area 6A (over portion of Cockburn Cements Lot 0 on Plan D017710). This reconfiguration was proposed to be implemented through Amendment No.4 to the Master Plan. Amendment No. 4 is intended to be discontinued as it does not reflect the current structure planning for Latitude 32, the City of Cockburn's intentions for their Resource Recovery site, nor the ultimate intent for the area as industrial.

The City of Cockburn has advised that its Resource Recovery Park will be confined to Lots 202 Rockingham Road, Lot 2 Rockingham Road, Lot 4 Rockingham Road, Lot 6 Caratti Road and 235 Dalison Avenue, with their new front of house for operation being relocated to Dalison Avenue, Wattleup. The proposed adjustment to the Precinct and Development Area boundaries will not impact on the continued use of the Henderson Waste Recovery Park by the City of Cockburn and merely reflects a minor adjustment in accordance with cadastral boundaries.

The final layout for the Henderson Waste Recovery Park is currently under review by the City of Cockburn in order to facilitate more efficient outcomes for the resource recovery operations and surrounding industrial development.

4.1.1.2 CREATING A LATITUDE 32 GENERAL INDUSTRY PRECINCT

The Latitude 32 General Industry Precinct will provide for a variety of general industrial land uses that can take advantage of the strategic location and planned transport networks, creating significant business and employment opportunities. Amendment No.18 seeks to align the statutory framework with the land use intent.

The existing Precinct 10 – Russell Road Industrial extends east and west of the railway reserve. In summary; the portion to the west of the railway line predominately covers the same area, however, includes modifications to the southern boundary to follow existing cadastral boundaries; to the east of the railway reserve will remain unchanged.

This will require portion of Lot 6 (7 Caratti Road) to the south of the Precinct to be transferred into existing Precinct 8 – Resource Recovery. The whole of Lot 201 (870 Rockingham Road) in the south-west will be transferred into the Latitude 32 General Industry Precinct being a single landholding in private ownership and outside of the existing Henderson Waste Recovery Park operations. The inclusion of Lot 201 is a logical extension of both the Precinct and Development Area to facilitate industrial land uses.

The Latitude 32 General Industry Precinct is intended to provide for a broad range of industrial land uses including, but not limited to, light and general industry uses, service industry and transport related uses. The amendment seeks to respond to the changes in industry requirements and provide for ongoing development of Latitude 32, in a manner which better responds to the direction of industrial development by providing greater land use flexibility to respond to changing market demands. Amendment No.18 also seeks to standardise land uses consistent with Precinct 3 approved as part of Amendment No. 9 to the Master Plan gazetted in October 2015.

4.1.2 Changes to Land Use Permissibility

Responding to the changing requirements for industrial development, this amendment seeks to change and consolidate portions of the planning Precincts depicted in the Master Plan Map at Appendix 1 and associated land use permissibility as set out in Part 4 of the Master Plan. As outlined above, this will guide ultimate subdivision and development of land within the Latitude 32 General Industry Precinct.

The proposed consolidation of Precincts will enable a clear and consistent approach to land use planning in terms of permissibility. There is a need to provide greater flexibility while ensuring that future industrial development is not compromised.

A number of changes to Table 1 - Precinct Land Use are proposed to either introduce permissibility for uses that are not currently permissible in certain Precincts, or to vary the existing permissibility through the introduction of the Latitude 32 General Industry Precinct. Stakeholders and landowners are directed to **Appendix A** which identifies in more detail the current Precinct Land Use Permissibility in comparison to the proposed new Land Use Permissibility for the Precinct. Appendix A does not form part of this amendment and merely



endeavours through the use of the colour red to readily identify where there are changes to the proposed land uses in the existing precincts.

To understand the proposed changes in permissibility, it is important to understand the differences in permissibility. The symbols used in Table 1 have the following meanings as per Clause 4.4.2 of the Master Plan:

- 'P' means that the use is permitted by the Master Plan providing the use complies with the relevant development standards and the requirements of the Master Plan;
- 'D' means that the use is not permitted unless the Commission has exercised its discretion by granting planning approval;
- 'A' means that the use is not permitted unless the Commission has exercised its discretion by granting planning approval after giving special notice in accordance with clause 10.4;
- 'X' means a use that is not permitted by the Master Plan.

4.1.2.1 LATITUDE 32 GENERAL INDUSTRY PRECINCT

The proposed land use permissibility for the Latitude 32 General Industry Precinct are provided in *Table 1* and justified below.

Table 1 – Latitude 32 General Industry Precinct - Land Use Permissibility

LAND USE	LATITUDE 32 GENERAL INDUSTRY
Agriculture Intensive	X
Amusement Parlour	X
Ancillary Accommodation	X
Bed & Breakfast	X
Betting Agency	X
Bulk Goods Handling	D
Car Park	D
Caretakers Dwelling	X
Child Care Premises	X
Civic Use	X
Club Premises	X
Community Purpose	X
Consulting Rooms	X
Container Park	D
Convenience Store	D
Crèche	X
Distribution Centre	D
Dwelling	X
Educational Establishment – Primary and Secondary	X
Educational Establishment – Tertiary	X
Family Day Care	X
Farm Supply Centre	X
Fast Food Outlet	X
Fuel Depot	A
Home Business	X
Home Occupation	X
Home Office	X
Hotel	X
Industry – General	P
Industry – Extractive	A
Industry – Hazardous	A
Industry – Light	P



Industry – Rural	D
Industry – Service	P
Laundry (Industrial)	D
Lunch Bar	D
Market	X
Medical Centre	X
Motel	X
Motor Vehicle, Boat or Caravan Sales	D
Motor Vehicle Repair	D
Motor Vehicle Repair – Accident	D
Motor Vehicle Wash	D
Office	D*
Place of Worship	X
Recreation Private	X
Research and Development	X
Residential Building	X
Resource Recovery	A
Restaurant	X
Rural Pursuit	X
Salvage Yard	D
Service Station	D
Shop	X
Showroom	X
Storage	D
Tavern	X
Technology	D
Telecommunications infrastructure	D
Trade Display	P
Transport Depot	D
Truck Stop	D
Vehicle Wrecking	X
Veterinary Clinic	X
Warehouse	D

The following uses are proposed as 'X' uses:

- Agriculture Intensive
- Ancillary Accommodation
- Amusement Parlour
- Ancillary Accommodation
- Bed & Breakfast
- Betting Agency
- Bulk Goods Handling
- Caretakers Dwelling
- Child Care Premises
- Civic Use
- Club Premises
- Community Purpose
- Consulting Rooms
- Creche
- Dwelling
- Fast Food Outlet
- Home Business
- Home Occupation
- Home Office
- Hotel
- Market
- Medical Centre
- Motel
- Place of Worship
- Recreation Private
- Research and Development
- Residential Building
- Restaurant
- Rural Pursuit
- Shop



- Educational Establishment – Primary and Secondary
- Educational Establishment – Tertiary
- Family Day Care
- Farm Supply Centre
- Showroom
- Tavern
- Vehicle Wrecking
- Veterinary Clinic

It is acknowledged that flexibility to respond to market demands is an important consideration in determining appropriate land use permissibility within an industrial area. It is however, considered these land uses have the potential to enable the encroachment and proliferation of sensitive and commercial activities over time.

Further, these land use activities are not consistent with the orderly and proper planning for the respective Precinct and may present broader issues over time, including but not limited to traffic movements and land use conflict. These uses have been identified as 'X' uses where relevant.

The following uses are proposed as 'A' uses:

- Fuel Depot
- Industry- Extractive
- Industry- Hazardous
- Resource Recovery

In instances where there is a reasonable likelihood of off-site impacts as a result of a proposed use, prior to the determination of an application public advertising is considered necessary. The uses identified above are considered to fall within this category and consequently these uses are identified as 'A' uses.

The following uses are proposed as 'D' uses:

- | | | |
|------------------------|---|-------------------------------------|
| • Bulk Goods Handling | • Lunch Bar | • Service Station |
| • Car Park | • Motor Vehicle, Boat or Caravan Sales | • Storage |
| • Container Park | • Motor Vehicle Repair | • Technology |
| • Convenience Store | • Motor Vehicle Repair - Accident | • Telecommunications infrastructure |
| • Distribution Centre | • Motor Vehicle Wash | • Transport Depot |
| • Industry- Rural | • Office * (Incidental to the Predominant Use Only) | • Truck Stop |
| • Laundry (Industrial) | • Salvage Yard | • Warehouse |

It is important that the land use permissibility is flexible to respond to market demands and for specific development proposals to be considered on their merit. The uses listed above are considered to fall into this category and consequently as 'D' uses where the relevant authority can consider on merit and at its discretion. It is also proposed that 'office' becomes a 'D' use, however this land use is only considered appropriate where it is incidental to an industrial activity.

The following uses are proposed as 'P' uses:

- Industry – General
- Industry – Light
- Industry – Service
- Trade Display

These uses are considered consistent with the intent for the Latitude 32 General Industry Precinct and within the Development Area 6A Structure Plan and therefore, have been identified as a 'P' use.

4.2 Development Areas and Development Contribution Areas

To deliver a contemporary planning framework and facilitate the timely progression of structure plans, there is a need to rationalise the Development Areas (DA) and Development Contribution Areas (DCA). In this regard, the review of DA/DCA boundaries within Latitude 32 is critical to ensuring that subdivision and development occurs in a timely manner.

Ultimately, the incremental review of the Master Plan (via Amendment No. 18 and other concurrent Amendments) will provide a planning framework that delivers a contemporary industrial development that can unlock the development potential of Latitude 32 and the wider Western Trade Coast.

Currently, the DA/DCA boundaries do not align with the proposed structure planning boundaries. For this reason, Amendment No.18 proposes a revised DA/DCA 6A boundary to align with the proposed structure plan boundary. In addition, changes to some of the surrounding DA/DCA boundaries are required as a consequence of establishing revised DA/DCA 6A. A summary of the proposed DA/DCA changes are illustrated in *Figure 6* and summarised below.

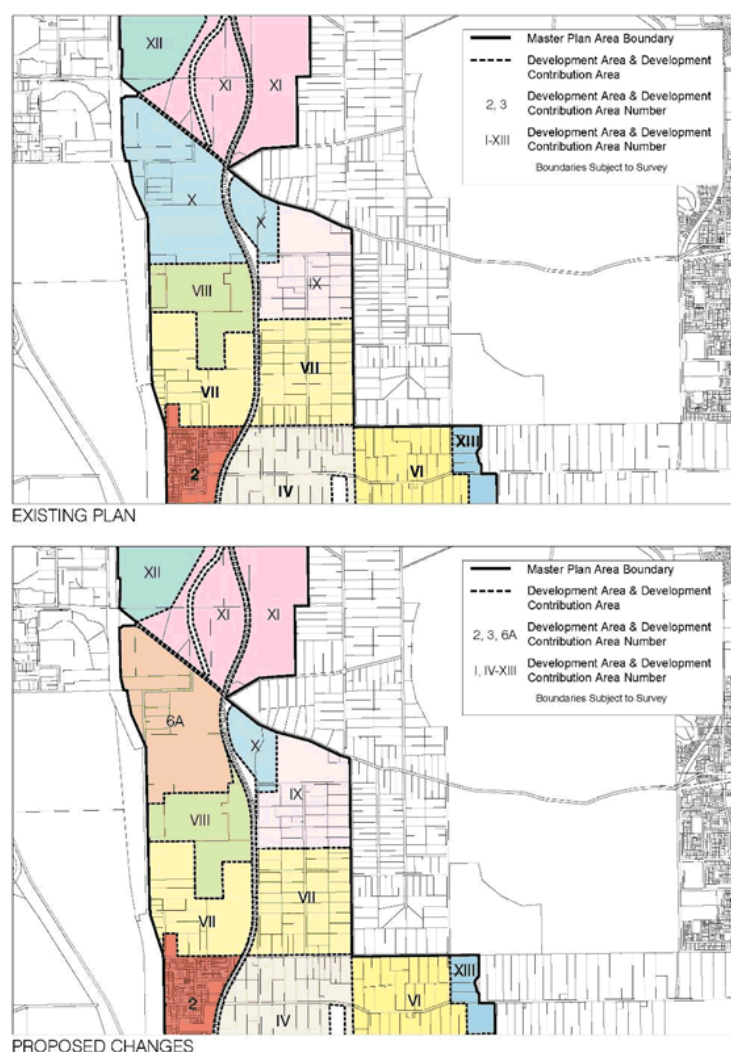


Figure 6 – Proposed changes to Appendix 3 – Development Areas and Development Contribution Areas Map



4.2.1 Establishing a revised Development Area and Development Contribution Area 6A

DA/DCA 6A has been established to allow structure planning for an area that is relatively unconstrained and is capable of being developed. The establishment of the boundary for the proposed DA/DCA 6A has been determined in order to facilitate an appropriate land mass for the development of an effective structure plan to guide future subdivision and development. The boundary has also been carefully considered having due regard to existing land use activities including Cockburn Cement and the Resource Recovery site, and existing and future infrastructure corridors.

Development Area 6A comprises the former Cockburn Cement site to the south of Russell Road. The western boundary is bound by Rockingham Road and the Fremantle-Rockingham Controlled Access Highway (FRCAH). The eastern boundary is bordered by the Kwinana Midland Railway line. The southern boundary is defined by the City of Cockburn's Resource Recovery site and the inclusion of Lot 870 being a single landholding in private ownership.

Development Area 6B located at the northern end of the Redevelopment Area will be established through future Master Plan amendment. Development Area 6A and 6B contains the existing Cockburn Cement Plant which operates under strict EPA approvals and is anticipated to continue into the foreseeable future. The Kwinana Midland Railway line runs through the centre of DA 6B with a railway spur servicing the Cockburn Cement operations.

The creation of DA/DCA 6A has resulted in modifications to DA/DCA VIII, DA/DCA IX and DVA X.



4.3 Schedules

4.3.1 Amending Schedule 11 – Development Areas

The Development Areas are described in Schedule 11 and are identified in the Development Area and Development Contribution Area Map – Appendix 3. As a result of the proposed modifications to create a revised DA/DCA 6A, Schedule 11 requires modifications to the Development Area numbering. The column titled 'Precincts' is no longer relevant to the Development Areas provisions due to the changes in approach to Precinct naming conventions. This change is required to provide consistency in the Master Plan.

4.3.2 Amending Schedule 12 – Development Contribution Plans

The Development Contribution Plans are described in Schedule 12. As a result of the proposed modifications to create a new DA/DCA 6A, Schedule 12 also requires modification to update the Development Area reference number. The row titled 'Area Name' is no longer relevant to the Development Contribution Plan provisions due to the changes in approach to Precinct naming conventions. As the precinct names no longer correspond with the revised Development Contribution Area boundary it is proposed to delete the 'area Name' column to avoid unnecessary confusion and assist with the overall legibility of the document. As discussed in Section 3.2 of this report, the provisions of Schedule 12 will be subject to a future amendment to the Master Plan.



5 Conclusion

The amendments to the Master Plan are proposed to ensure the timely adoption of the proposed Structure Plan for Development Area 6A. Further, the amendment will make several other minor changes to the Master Plan to provide for appropriate land uses and subsequent development within the new Development Area 6A and Latitude 32 General Industry Precinct.

The modification of Development Areas, Precinct boundaries and land use permissibility's will:

- Broaden the land use permissibility's for revised Development Area 6A and the Latitude 32 General Industry Precinct.
- Provide consistency with the proposed Structure Plan for revised Development Area 6A and the Latitude 32 General Industry Precinct.
- Enable the integrated development of the new Development Area 6A and the new Latitude 32 General Industry Precinct.

Amendment No. 18 has been formulated in consultation with the City of Cockburn, City of Kwinana, the Office of Environmental Protection Agency and the Department of Planning, Lands and Heritage. The changes proposed by this amendment are an integral component of planning framework changes to support ongoing development within the Redevelopment Area.



Appendix A

Proposed Land Use Permissibility Changes



Latitude 32 General Industry Precinct - Land Use Permissibility Changes compared to existing Precincts

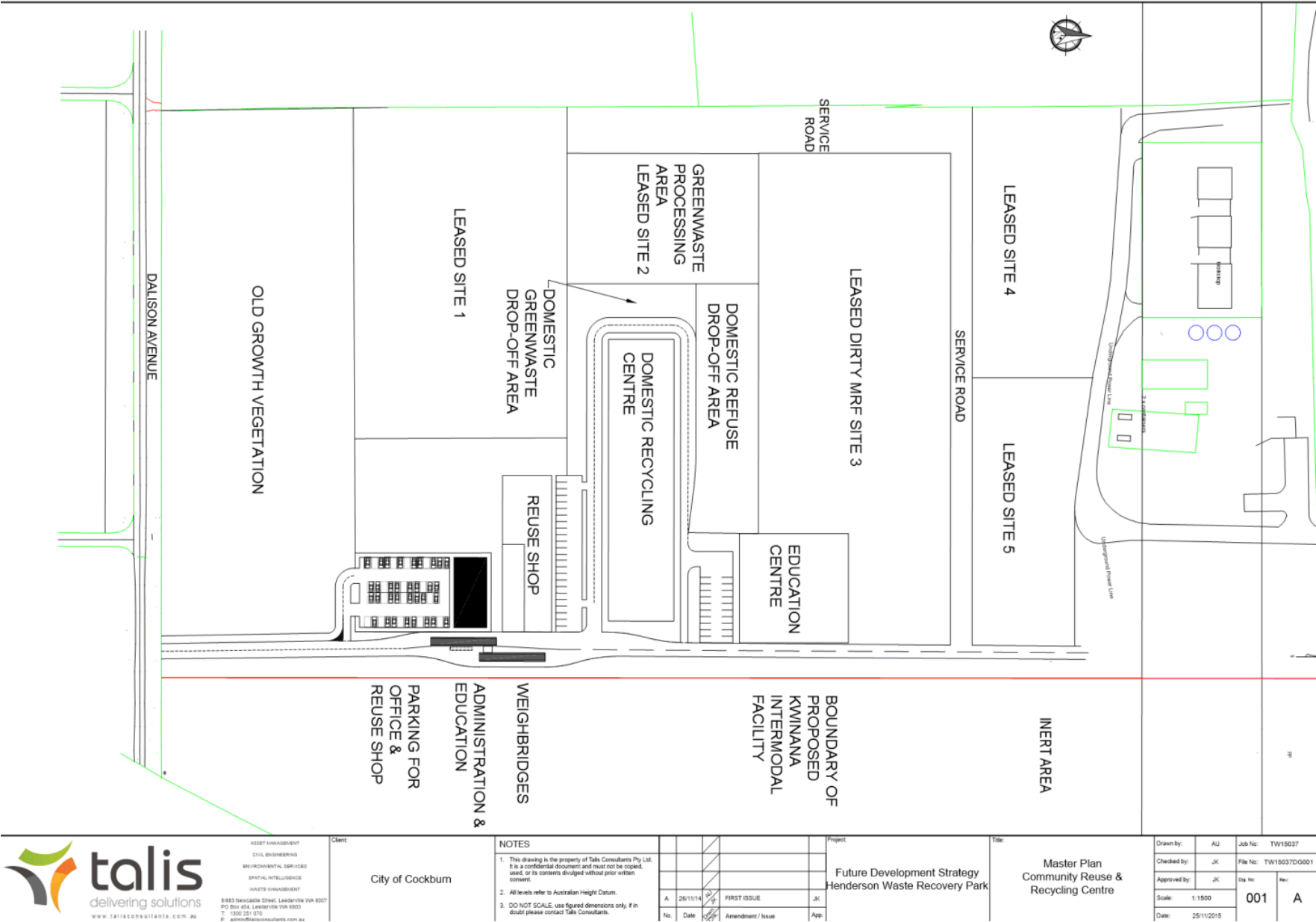
(Changes highlighted in RED)

LAND USE	CURRENT PRECINCT 8 RESOURCE RECOVERY	CURRENT PRECINCT 10 RUSSELL ROAD INDUSTRIAL	LATITUDE 32 GENERAL INDUSTRY
Agriculture Intensive	X	X	X
Amusement Parlour	X	X	X
Ancillary Accommodation	X	X	X
Bed & Breakfast	X	X	X
Betting Agency	X	X	X
Bulk Goods Handling	A	D	D
Car Park	D	D	D
Caretakers Dwelling	X	X	X
Child Care Premises	X	X	X
Civic Use	A	D	X
Club Premises	X	A	X
Community Purpose	X	X	X
Consulting Rooms	X	X	X
Container Park	X	X	D
Convenience Store	X	X	D
Crèche	X	X	X
Distribution Centre	X	D	D
Dwelling	X	X	X
Educational Establishment – Primary and Secondary	X	X	X
Educational Establishment – Tertiary	A	X	X
Family Day Care	X	X	X
Farm Supply Centre	X	P	X
Fast Food Outlet	X	X	X
Fuel Depot	A	D	A
Home Business	X	X	X
Home Occupation	X	X	X
Home Office	X	X	X
Hotel	X	X	X
Industry – General	A	P	P
Industry – Extractive	A	A	A
Industry – Hazardous	A	A	A
Industry – Light	D	P	P
Industry – Rural	A	P	D
Industry – Service	A	P	P
Laundry (Industrial)	X	P	D
Lunch Bar	X	P	D
Market	X	X	X
Medical Centre	X	X	X
Motel	X	X	X
Motor Vehicle, Boat or Caravan Sales	X	D	D
Motor Vehicle Repair	X	P	D
Motor Vehicle Repair – Accident	X	D	D
Motor Vehicle Wash	X	D	D
Office	D*	D*	D*
Place of Worship	X	X	X
Recreation Private	X	X	X
Research and Development	D	X	X
Residential Building	X	X	X
Resource Recovery	P	D	A
Restaurant	X	X	X
Rural Pursuit	X	X	X
Salvage Yard	D	D	D



Service Station	X	D	D
Shop	X	X	X
Showroom	X	D	X
Storage	X	D	D
Tavern	X	X	X
Technology	D	X	D
Telecommunications infrastructure	D	D	D
Trade Display	A	P	P
Transport Depot	A	D	D
Truck Stop	X	D	D
Vehicle Wrecking	D	X	X
Veterinary Clinic	X	X	X
Warehouse	D	D	D





Schedule of Comment - City of Cockburn– draft Amendment 18 (February 2019)

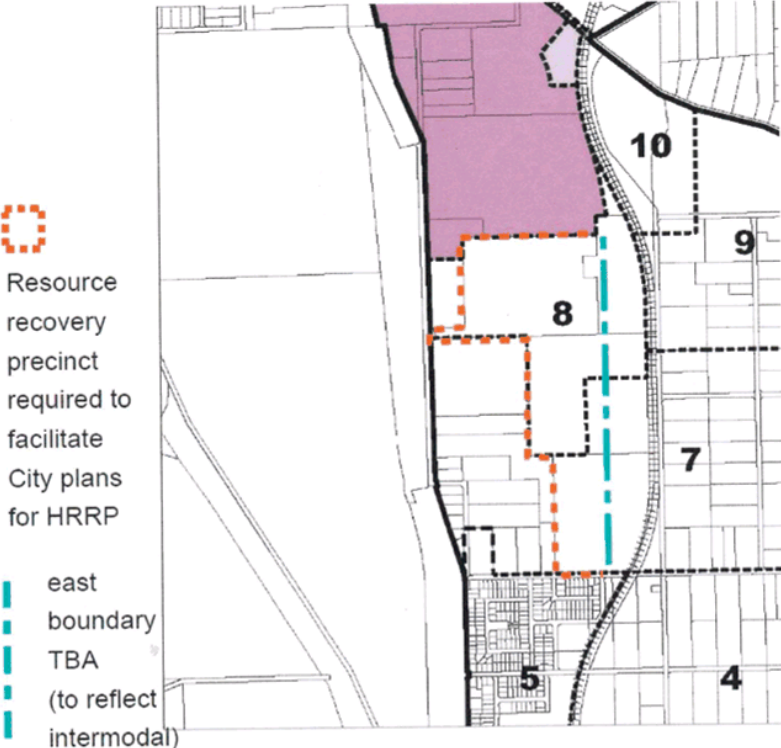
Comment #	Area of concern	Comment
Proposed Amendment 18		
1.	Lack of clarity, strategic intent and informing information	<p>Proposed Amendment 18 is the latest in a number of proposed master plan amendments in recent years. It comes across as quite difficult to follow, even for those City officers who have been dealing with Landcorp on this project for a number of years. A primary concern though is the ability for affected landowners and the broader community to understand these amendments.</p> <p>It is not an unrealistic expectation that documents which seek public comments, should be relatively easy to follow. Planning documents often need to follow a prescribed 'format' and may discuss technical information. There is quite a bit of information contained in the draft Amendment 18 documents that does seek to give a bit of an overview of matters such as the role of the Master Plan and the Hope Valley Wattleup Act. There is also discussion of the proposed Planning Framework and that this amendment is one of those seeking to implement this revised approach to planning in Latitude 32.</p> <p>The sheer volume of these types of amendments is highly undesirable. Each time, an affected party is expected to wade through this confusing web of background information to try and establish what the amendment is really for. City officers feel it would be best to undertake these amendments far more cohesively and deal with the whole development cell together.</p> <p>Some of these amendments also seek to set in place matters which affect the broader Latitude 32 area. For example, this amendment will set up land use permissibility for a new precinct: 'Latitude 32 General Industry' over land with few private landowners. Ultimately this precinct will be 'rolled out' through the development as the current precincts are changed by future amendments. Those landowners will struggle to have genuine input on land use permissibility in that situation. This is simply not fair and this strategic intent needs to be made much more upfront.</p>

Comment #	Area of concern	Comment
		<p>A decision in this regard should be given careful consideration with the benefit of an overall development perspective, given the strategic nature of Latitude 32 requiring a longer term approach which may include holding land from the market to enable the right kind of industrial investment that responds to the growth priorities of the economy.</p> <p>Also the Westport is still in the formulation stages, and will soon commence evaluation analysis of the various potential options for freight handling considerations. Amendments to the Master Plan, will clearly be needed depending on the outcome of Westport, and thus progressing what is considered quite a significant re-framing of the current master plan should occur until a thorough strategic understanding of the future is known.</p> <p>Adding further strategic impact, is the recently adopted 2018 Defence and Defence Industries Strategic Plan and how the amendment is consistent with the planning actions that emphasise the importance of the Henderson Precinct to the AMC and defence needs. This strategy carries a specific action of strategically planning and managing the Henderson precinct in relation to the AMC to ensure the needs of defence can be met. It is not clear how this amendment achieves this.</p> <p>The WA Defence and Defence Industries Strategic Plan, there are three identified actions specific to the AMC, but with potential impacts on the Latitude 32 and broader Western Trade Coast. These are:</p> <ul style="list-style-type: none"> • Establish a Government led Task Force to undertake strategic planning and management of the Henderson precinct and the AMC to ensure they meet current and future Defence requirements. • Coordinate and optimise use of existing infrastructure to ensure it can be leveraged to meet the needs of Defence and other industry sectors. • Continue to engage with Defence to understand its infrastructure requirements in Western Australia including through its own review of Australian Naval

Comment #	Area of concern	Comment
		<p>Shipbuilding Infrastructure.</p> <p>The City understands that master planning may be proposed, specific to the above actions. The land use permissibility contained in this amendment, for a General Industry zone is already contrary to the equivalent zone in the City's scheme. It is certainly very different to what has been in place at the AMC. This amendment was drafted a number of years ago and has not been updated to discuss how it will be able to align with a master planning process. This is a concern given it will be the closest Latitude 32 development area to the AMC.</p> <p>The 2018 Regional Development WA report 'Lithium Valley – Establishing the case for Energy Metals and Battery Manufacturing in Western Australia' notes the strengths the Western Trade Coast Industrial Park would provide to locate such an industry. A threat to this opportunity would be the lack of integrated planning across the area, which would include the Latitude 32 development area. This document goes so far to recommend a Specialised Industrial Park (SIP) be established over the entire Western Trade Coast. It recommends "the SIP should target a wide assortment of economic sectors, including commercial and manufacturing activities and professional services such as warehousing and trans-shipment". This amendment was drafted a number of years ago and has not been updated to discuss how it will be able to respond to a SIP being established should that occur and in particular whether the General Industry zone is still considered the most appropriate zone to facilitate that.</p> <p>Landcorp's land should be considered carefully in respect of what is the most optimal timing in which to release land for the market, and the strategy it adopts to attract targeted investment that will assist in growing other parts of the industrial economy. Landcorp should have a hold objective associated with some of its landholdings if it is to realise the ultimate vision for Latitude 32. Market realities are short term, and in this case appear to distract from achieving a longer term vision we should expect of this land.</p>

Comment #	Area of concern	Comment
		<p>The Amendment document talks about:</p> <p><i>“updating the Master Plan in a manner that advances towards the ultimate planning framework for Latitude 32. This amendment presents an incremental step towards a contemporary planning framework that is reflective of the strategic intent for Latitude 32, the aims of the Act and key strategic and statutory policy documents on which it was created, including FRIARS, the Economic and Employment Lands Strategy (EELS) and more recently, the draft Perth and Peel @ 3.5 million”.</i></p> <p>Reference is then made to a separate future amendment to deal with the precincts in an overall and more cohesive manner. It is questionable whether it is appropriate to advance Amendment 18 without the overall matters of the future amendment being considered prior.</p> <p>This would enable proper consideration by the City and the WA Planning Commission as to whether these proposals are consistent with the informing information. For example while FRIARS (2000) may have initially indicated a General and Light Industry approach, the EELS (2012) is more specific and discusses a land use hierarchy as follows:</p> <p><i>“Transport industry around major infrastructure (intermodal terminal, Rowley Rd), supported by General Industry (capitalising on close proximity to Kwinana) and light industry on eastern and northern boundaries to minimise land use conflict”.</i></p> <p>Rather than commenting on a ‘piecemeal’ section, it would be better to see this intent has flowed through with an amendment which dealt with Latitude 32 in its entirety. This would enable the City’s strong concerns expressed over a number of years about seeking to introduce industrial zoning within close proximity to land that will remain rural and for sensitive purposes and development. There are many examples of General Industry uses which require separation from sensitive land uses in excess of 1km. Considering the State Planning Policy intent to contain buffers to new industrial</p>

Comment #	Area of concern	Comment
		uses within those developments, the approach taken by Landcorp is inconsistent with a detailed consideration of the likely impacts that General Industry zoning will deliver.
2.	Henderson Resource Recovery Centre requirements	<p>It is confirmed the Henderson site is no longer planned to expand to the north.</p> <p>The proposed changes to Precinct 8 – Resource Recovery do not include all the City landholding, which extends down to Dalison Ave, where a new entrance is proposed. It should be noted this will not render the existing access redundant.</p> <p>The City acknowledges there will be a reduction in Precinct 8 to the eastern boundary due to the needs of the intermodal (soon to be determined) and this will likely affect the City's land.</p> <p>Given the above, the City believes a more appropriate Precinct 8 boundary would be as marked up below:</p>

Comment #	Area of concern	Comment
		<div><p>Resource recovery precinct required to facilitate City plans for HRRP</p><p>east boundary TBA (to reflect intermodal)</p><p>PROPOSED CHANGES TO PRECINCTS</p></div>

Comment #	Area of concern	Comment
3.	Lack of market differentiation and planning rigour	<p>The amending report includes the suggestion that: <i>"The amendment seeks to respond to the changes in industry requirements and provide for ongoing development of Latitude 32, in a manner which better responds to the direction of industrial development by providing greater land use flexibility..."</i></p> <p>There does not appear to be any rigour to this suggestion, and of course it is difficult to justify without considering the whole of Latitude 32 but also its position as part of the broader Western Trade Coast.</p> <p>The City is concerned that Latitude 32 may lose the opportunity to differentiate from other general industry precincts across the metropolitan area. Latitude 32 was meant to provide for the state's strategic industry needs, and not merely be an avenue to dispose of land for industrial development. Latitude 32 is the last remaining opportunity to secure strategic industrial clusters and sectors for WA which has all the advantages that come with access to knowledge workers, port, road and rail access, and relatively cheap utility costs. To abandon this in the absence of a strategic review of the entire project is of serious concern to the city. It also has a direct impact on the nearby Australian Marine Complex discussed further below.</p> <p>The approach to impose a General Industry zone will inhibit Landcorp's ability to tailor certain areas within Latitude 32 towards certain land use outcomes and seems to depart from the intent reflected in EELS (2012). For example, the creation of a logistics and warehousing cluster could be inhibited as there appears now a far wider scope of land use permissibility. Apart from being able to allow the private market more flexibility, it is questionable as to whether there is any planning reason to progress down such a path, when local precedents like the internationally competitive Australian Marine Complex have included tight land use control to ensure only synergistic development takes place. There is some argument this could see the loss of opportunities to businesses and industries which could genuinely maximise the strategic locational benefits this site will provide. Conversely, there is an argument that</p>

Comment #	Area of concern	Comment
		if this area is made more flexible, this may be seen as a benefit which should also be extended to parts of the Australian Marine Complex. The City should specifically ensure that if the State Government see fit to open up flexibility in this land precinct which is proximate to the AMC, then such should be applied to the other precincts servicing the AMC. The City is aware of continuing concerns from landowners expressed about the restrictive nature of current land use controls.
4.	Development Contributions	<p>It is noted this amendment does not deal with the issue of development contributions. These are proposed to be dealt with as part of a separate future amendment. A development contribution plan would provide details for administering the development contribution area. The imposition of a development contribution area is necessary where there is a clear need to contribute towards identified shared infrastructure.</p> <p>City officers will need to give further thought to how the possibility of future land uses (following landfilling) should be facilitated from a planning point of view. Once satisfactory options have been discussed, the City can advise Landcorp how it would expect these ultimate land uses to be enabled. Given the complexities of the contaminants, applying the full suite of industrial land uses may not be appropriate. By extension, a liability towards development contributions might also require special consideration.</p>
5.	Orderly and proper planning	Based on the above discussion, the City believes the discussion in the amendment document that it is consistent with orderly and proper planning is not correct.
Amendment 18 – Proposed Land Use Permissibility		
6.	Club Premises 'X' use	<p>This should be an 'A' use.</p> <p>This is a low impact use which generally (if conditioned appropriately) would not result in a detrimental effect to amenity; noise and/ or odour. It is already more onerous than Cockburn's TPS 3 (which allows for it as a 'D' use).</p>
7.	Farm Supply Centre 'X' use	<p>This should be an 'A' use.</p> <p>It does not seem logical to have this as a 'X' use. Farm supply centres are 'P' uses</p>

Comment #	Area of concern	Comment
		under Cockburn's TPS 3.
8.	Community Purpose 'X' use	This should be an 'A' use.
9.	Truck Shop 'D' use	The definition includes the housing of drivers. This is least appropriate in the General Industry zone, therefore should be an 'X' use.
10.	Research and Development 'X' use	This should be an 'A' use.
11.	Recreation Private 'X' use	This should be a 'D' use. It is a 'P' use under Cockburn's TPS 3.
12.	Vehicle Wrecking 'X' use	This should be an 'A' use.
Henderson Waste Recovery Park		
13.	Operational matters (rationale for suggested amendment to boundary of Precinct 8 – Resource Recovery)	<p>It is noted this amendment amends the boundaries of Precinct 8 – Resource Recovery. The information below is provided to explain the rationale behind the suggested amended boundaries. It also gives an overview of a number of matters which the City will need to consider in relation to future structure planning for DA5 and which have an interface potentially to DA6A.</p> <ul style="list-style-type: none"> ○ The City has the potential to construct an additional Landfill Cell 8 to the east of Landfill Cell 4 (see Attachment 1). This is only possible if the nib of Lot 6 (owned by Caratti) that protrudes westwards also remains in the Resource Recovery precinct. The buffer distance to the existing eastern Caratti dwelling (Lot 6 Caratti Road Wattleup) in Precinct 9 (North East Gateway) may impact or prevent landfilling on Cell 8. EPA Guide to Buffers currently recommends 150m to a Class 2 and 3 Putrescible Landfill. ○ The Proposed Resource Recovery Zone does not include the northwest corner of Cell 6 which the City purchased in 2006 from WA Limestone and which is now covered in landfill. Please refer to the latest cadastral boundaries. ○ It is the City's intention to create a 'front of house' entrance off Dalison Avenue (see Attachment 2 extract of plan from Future Development Strategy). Buffer

Comment #	Area of concern	Comment
		<p>distance to the existing eastern Antic (Lot 8 Dalison Ave) dwelling in Precinct 7 (Northern Transport) may impact or prevent the construction and operation of a Material Recovery Facility and associated waste processing activities (crushing and screening of Construction and Demolition Waste). EPA Guide to Buffers currently recommends 200m to a Waste Depot.</p> <ul style="list-style-type: none"> ○ The Proposed Resource Recovery Zone includes an area (11.4ha) the City has quarantined from its use to make way for the potential Intermodal Facility. This area contains numerous old growth tuart trees that would result in significant vegetation offsets cost for the City should a clearing permit be issued. This area represents no value to the City zoned as Resource Recovery. Any land needed for the potential Intermodal Facility should be appropriately reserved under Appendix 2 – Hope Valley Wattleup Reserves Map and acquired by the State Government for these purposes. ○ The existing Resource Recovery Zone covers 54ha. The proposed Resource Recovery Zone covers 67.8ha (land already owned by the City) minus the 11.4ha of unusable Intermodal land = 56.4ha. Discussions need to continue to confirm the correct land areas (including correction of areas which are not suitable for landfilling) before this is finalised for advertising. ○ Once all landfill cells are completed and capped, waste decay continues and differential settlement occurs. Therefore buildings cannot be constructed on landfill cells. Hardstand for container storage and solar array are two of the potential uses for the flat surfaces on top of the landfill cells post closure. City officers will need to give further thought to how this should be facilitated from a planning point of view. Once satisfactory options have been discussed, the City can advise Landcorp how it would expect these ultimate land uses to be enabled. Given the complexities of the contaminants, applying the full suite of industrial land uses may not be appropriate.

14.2 PROPOSED STRUCTURE PLAN - LATITUDE 32 - DEVELOPMENT AREA 6A

Author(s)	C Catherwood
Attachments	1. Schedule of Comments ↓
Location	Hope Valley Wattleup redevelopment area – Development Area 6A
Owner	various
Applicant	Landcorp
Application Reference	N/A

RECOMMENDATION

That Council

- (1) Adopt the Schedule of Comments on the draft Development Area 6A structure plan, with an emphasis on the following concerns:
 1. The plan will set in place a number of matters, specifically the approach to land use designation and district level development contribution items, which may prevent active community engagement in future development areas of the Hope Valley Wattleup redevelopment area;
 2. It is unreasonable, via a smaller structure plan area with few private landowners, to set up broader issue matters which affect the whole Latitude 32 area. This is specifically in terms of infrastructure contribution items that are yet to be defined for Latitude 32 and progressed via a process of community engagement;
 3. There is concern the opportunity to differentiate Latitude 32 from other industry developments will be lost;
 4. There is concern that an approach to generally zone (without restrictions) industrial land that will likely service the AMC, could cause an uncompetitive advantage compared to the AMC businesses which are restricted via the current provisions. It could also impact the ability to preserve land for only businesses that are required to be proximate to the AMC. While the City has advocated a solution to remove land use restrictions from parts of the AMC to allow more flexible industrial businesses, it is not clear what level of support this may share at the State Government level;
 5. The recently adopted 2018 Defence and Defence Industries Strategic Plan has three actions which are yet to commence. One action relates to undertaking strategic planning and

management of the Henderson precinct and the AMC to ensure it meets current and future defence requirements. This structure plan could be prejudicial to this work being undertaken;

6. The failure to accommodate numerous years' worth of the planning for the Henderson Waste Recovery Park by the City is disappointing, and should require a re-design following close engagement with the City in order to protect this strategic asset for the future of Perth;
7. It is not reasonable to presume at this stage that the Russell Road upgrade will accommodate a grade separated rail crossing without outcomes of the Westport investigations and the resulting freight network requirements being known. There are other current at grade crossings which require more urgent attention compared to this one, given the current low volume of freight rail use. It is appropriate to properly define Westport as well as how an outer harbour and inner harbour and intermodal may or may not exist in the area, to ensure the right kinds of infrastructure upgrades can be programmed and delivered that meets the State's future needs.

- (2) Refer the Schedule of Comments to Landcorp for their consideration.

Background

Correspondence has been received from Landcorp relating to a proposed Development Area 6A structure plan within the Latitude 32 development.

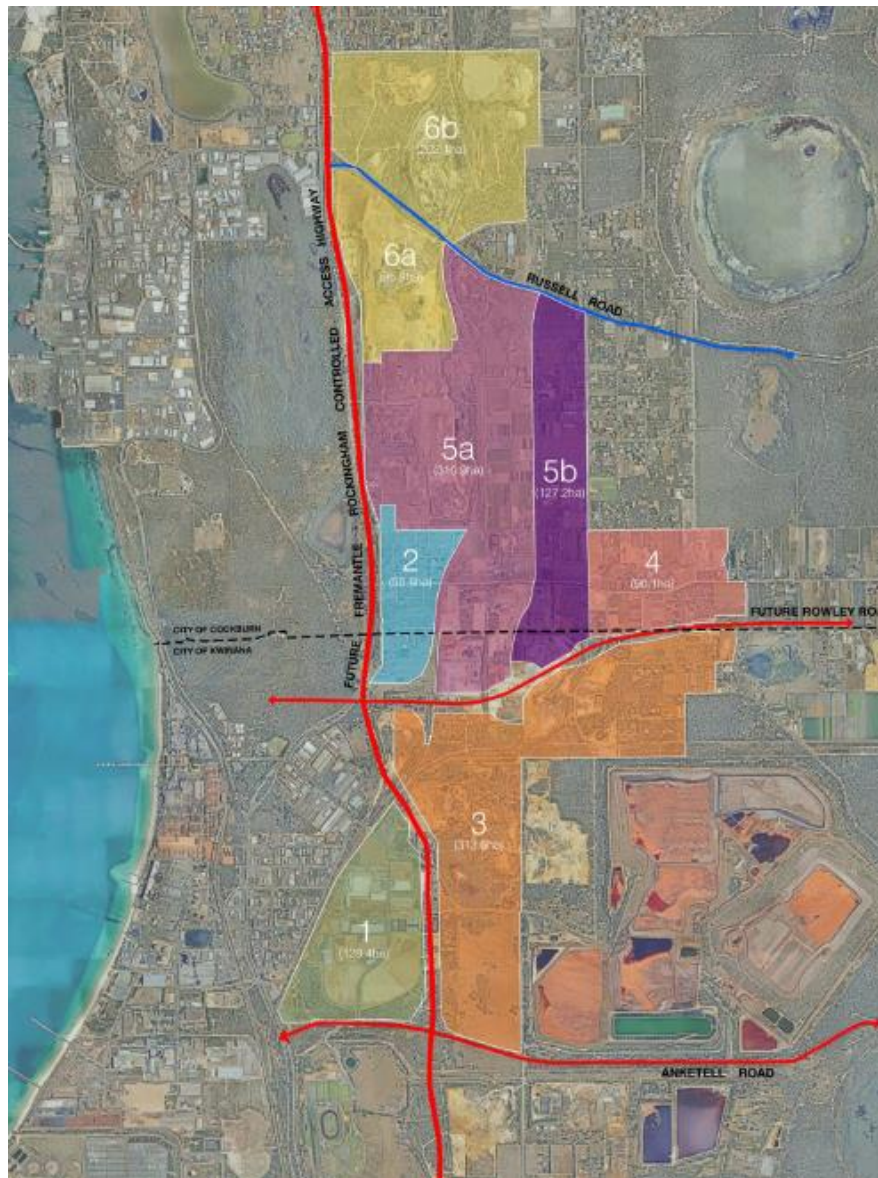
The land falls within the Hope Valley Redevelopment Area and therefore Landcorp are responsible for the planning in this area. A more detailed discussion on this may be found in the Legal Implications section of this report.

Feedback is being sought from the City by 29 March 2019.

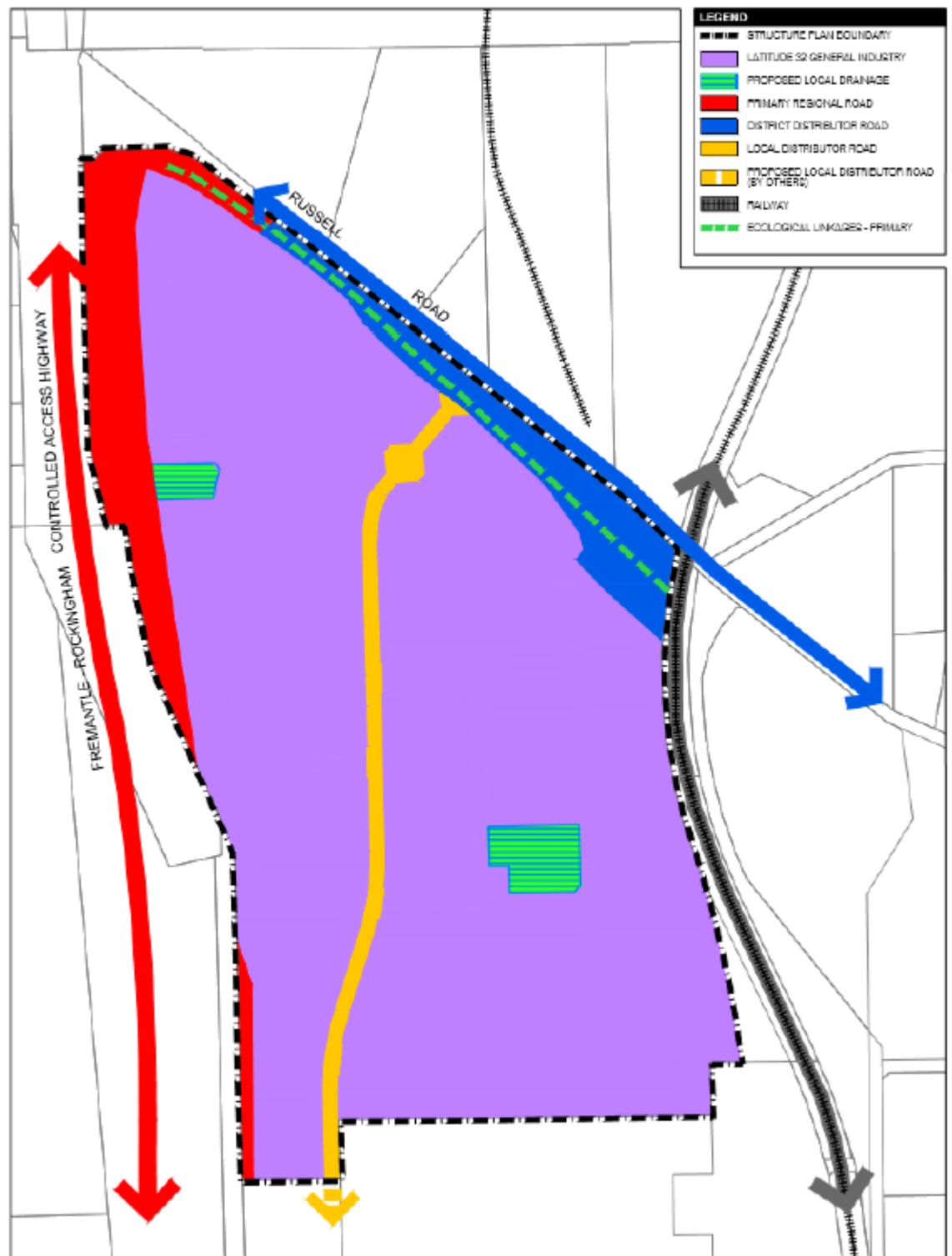
A related report has also been prepared regarding the proposed Masterplan Amendment 18 which is being advertised concurrently.

Submission

The proposal is in the northwest quadrant of the Latitude 32 as shown in the proposed Development Areas map below:



The draft structure plan, shown below seeks to apply a 'General Industry' designation to the land as well as designate the alignment of the more important internal road/s in that area. This will ultimately set in place infrastructure (both district and local) items which will then be proposed to be included in a Development Contribution Plan in future. The City is very experienced with the delivery of structure plans in fragmented land areas, and often it is fundamental to coordinating infrastructure contribution arrangements either before, or at the very least in conjunction with, a structure plan.



Report

Detailed comments are set out in the Schedule of Comments (see Attachment One). The main concerns are set out below:

Matter of development contribution plans

The draft document includes the following provision:

“Subdivision and development should not be approved until a Development Contribution Plan (DCP) is in effect upon incorporation into Schedule 12 as per clause 6.3.4 and 6.3.5”.

The structure plan provisions have no statutory effect. However, this provision is also contrary to State Planning Policy 3.6 Development Contributions for Infrastructure (SPP3.6) which states in its model provisions also now referenced in the Planning and Development (Local Planning Schemes) Regulations 2015:

“6.3.5 Subdivision, strata subdivision and development

The local government shall not withhold its support for subdivision, strata subdivision or refuse to approve a development solely for the reason that a development contribution plan is not in effect, there is no approval to advertise a development contribution plan, or that there is no other arrangement with respect to an owner’s contribution towards the provision of community infrastructure”

While the model provisions refer to local government, there seems to be no reason why the same principle would not extend to Landcorp. It can be difficult to progress a structure plan in the absence of known infrastructure coordination and contribution arrangements, as it potentially creates uncertainty as to what future flow on affects it may have to the viability of this structure plan, and other adjoining on structure plans.

It is further noted that Schedule 12 of the Hope Valley Wattleup Masterplan contains a number of Development Contribution Plans already. The City understands there are other inconsistencies with SPP3.6, for example, the DCP administrator (Landcorp) must publish a Cost Contribution Schedule for each of these DCA to provide landowners with an indication of development costs. There is no evidence this has occurred. Regardless of whether the boundaries of the DCA are proposed to change, this is still a current expectation under the SPP.

The majority of the infrastructure proposed for consideration in a future DCP have a catchment greater than this structure plan area (district – whole of the Latitude 32 area).

This is a fundamental problem with the approach currently being taken for DCPs in Latitude 32. This approach will (like the matter of land use permissibility in the concurrent MasterPlan Amendment 18) ‘lock in’ certain parameters and impact the ability of landowners in other

development areas to provide meaningful comment during their future consultation period. This is not equitable and has been brought to both Landcorp and the Department of Planning, Lands and Heritage's attention over a number of years.

Offers have been made by the City to assist with hosting information sessions to educate and build awareness with affected landowners on development coordination and contribution planning. The development for Latitude 32 extends more than 1100ha and crosses local government boundaries so this impacts not only Cockburn landowners, but also landowners in parts of Kwinana. Each of those landowners has a right to be consulted now, given the potential flow on affects mentioned.

While this draft structure plan sets out a number of infrastructure items proposed to be included in a future draft DCP, the concurrent Masterplan Amendment 18 realigns some of the DCA boundaries but does not provide the other information normally seen with a DCP proposal (this has been deferred to an unknown point in the future), such as:

- Description of the item (including area, length, width, etc)
- Indicative costs of those items
- What a DCA pro-rata amount would be (generally expressed as a percentage)

Given the extent of the area and the nature of the types of items proposed, these contributions will not be minimal.

The City has previously raised concerns with the types of infrastructure proposed. This primarily stems from the need for the DCP administrator to be able to control matters of location, design, project management and infrastructure delivery. These are major risk areas to a DCP administrator (in this case Landcorp but potentially in the future this might be handed to the local government). As with any DCP, if there is a funding shortfall, it is the DCP administrator in place at the end of the DCP's lifespan who makes up that shortfall.

There are other methods of collecting contributions towards infrastructure, such as ordinary subdivision conditions (such as where a subdivision abuts an existing road) or voluntary legal agreements. The question of infrastructure, in light also of the dynamic nature of Westport as it continues its planning, means this structure plan is likely to be best reconsidered once issues like infrastructure are known and available for review.

Ecological linkages

As per previous submissions, the City will only comment with the adopted Biodiversity Strategy in mind. In the City's view this is the November 2007 version.

The letters provided from the Office of Environmental Protection Authority (OEPA) referred to in the draft structure plan don't actually mention the process agreed.

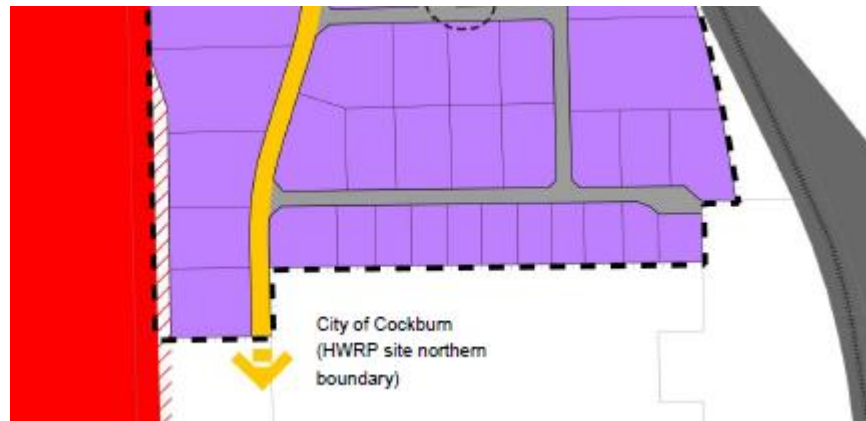
Also, if the process is agreed by the WAPC, the City would expect to see a letter or minutes from WAPC to that effect, not the OEPA. Given this, the City has asked DoPLH to provide confirmation this is also their understanding. This has not been provided and there remains uncertainty.

Regardless of the process agreed or otherwise, the City still has the following key areas of concern in relation to the greenways linkage/ecological corridor shown along Russell Road.

The adopted strategy discusses a linkage along Russell Road. As a primary linkage the current adopted Biodiversity Strategy (2007) mentions a desirable width of 25-50m for viability. The proposed Biodiversity review indicates 15m or greater. The bushfire management described in Table 6 of the draft structure plan would mean the corridors would be less than 20m wide and not within 20m of other classified vegetation. A corridor along Russell Road is considered an ineffective biodiversity link.

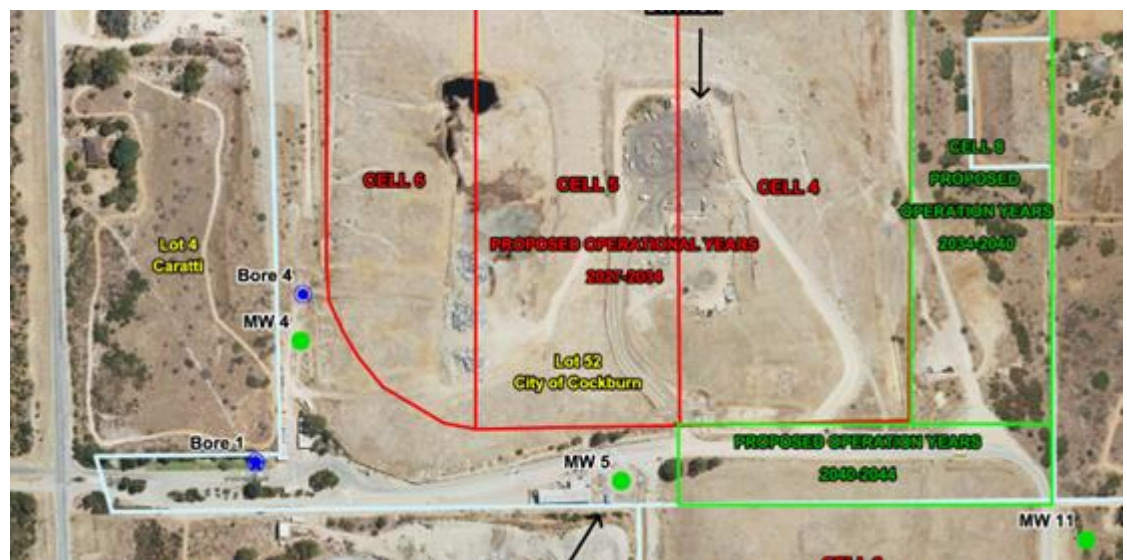
Interface with Henderson Waste Recovery Park

With the concern around the viability of the Russell Road ecological linkage due to the level changes likely warranting vegetation removal, there is another opportunity which would not have the same issues and would also go some way toward resolving the City's interface concerns with the Henderson Waste Recovery Park ("HWRP"). Inclusion of a road and ecological linkage along the southern boundary of DA6A would present a better outcome in the City's view than what is currently proposed which are directly abutting lots to the HWRP. Instead, a 25-50m biodiversity corridor should be provided, as a more workable interface given the strategic need of having boundary separation (and thus access) to finished cells of the HWRP.



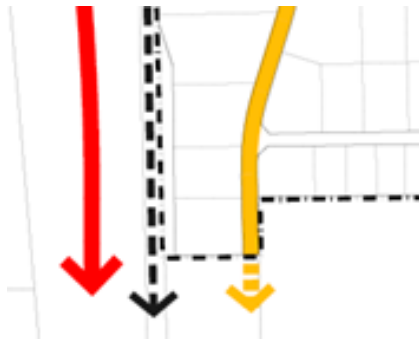
Between 2021-2031, it is proposed to build the road indicated on the draft structure plan as a Local Distributor Road (shown in yellow above).

The City holds strong concerns with this road which has moved further east since the previous drafts seen in 2016 and 2017. The road would continue south (along the eastern boundary of the Caratti landholding shown as Lot 4 in the plan below, which is directly in line with several buildings and the current entrance to the Henderson Waste Recovery Park. It is also directly adjacent to a landfill cell which will be operational during and after that period (2027-2034). The extract of the plan below has been provided to Landcorp as part of the preliminary comment period:



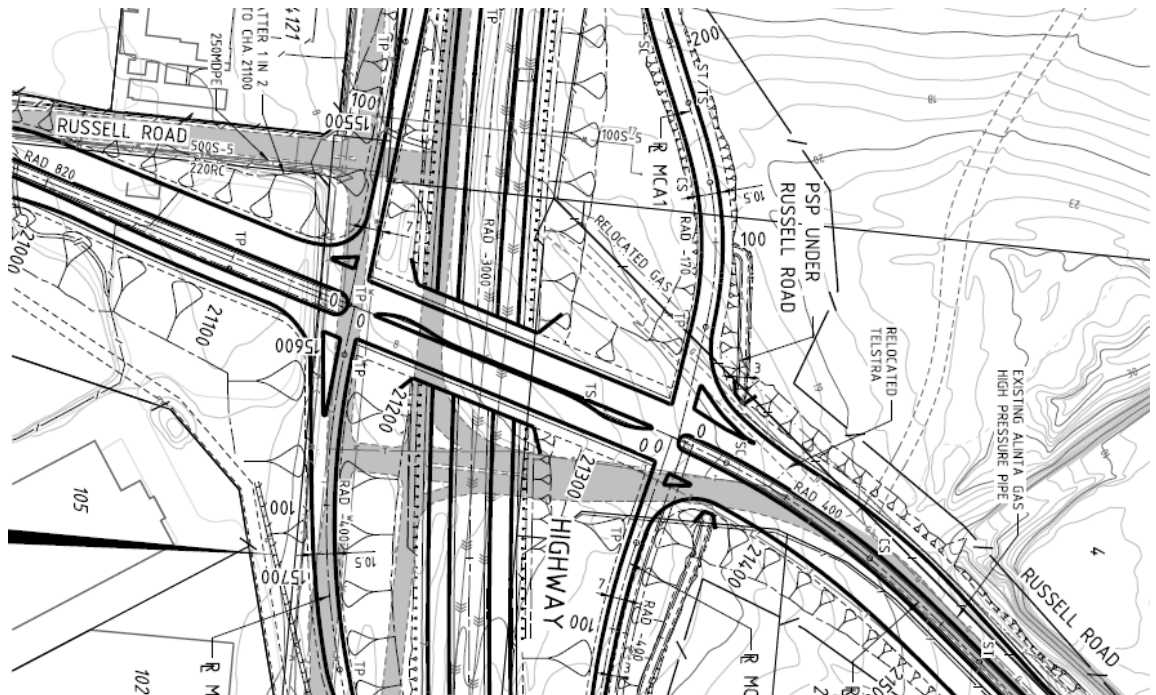
This road should not be constructed and instead the alternative proposal for a southern connection (discussed in 7.2.3 Long Term Access Arrangements) should be pursued. An extract of Figure 16 of the plan indicates this below (black 'dash' line). This will utilise the redundant Rockingham Road carriageway and avoid the landfill cells,

existing buildings and access point for the Henderson Waste Recovery Park.



Russell Road Design Review and freight rail crossing

In terms of the Russell Road/FRACH intersection, the City understands there is currently a Main Roads project for the upgrade of the existing staggered intersection to a 4 way intersection at Rockingham Road and Russell Road. This project has been funded for development but not construction and as such, is not in Main Roads 4 year forward estimated construction program. An indication of the possible design, as provided by Main Roads in late 2018, is shown below (the grey shaded areas show the current roads):



In terms of the segment of Russell Road from Henderson Road through to Rockingham Road (future FRACH), this is shown on our road works plan as 2027/28 and at only \$16m. This would comprise widening to a dual carriageway. Section 7.1.3 of the structure plan text mentions the

structure plan has been formulated to assume the upgrade is as per the City's current proposal and remains at the same level.

Mention is then made of the preliminary investigations as part of the design review of Russell Road by the Department of Planning, Lands and Heritage and the City. In particular the potential to lower this section of Russell Road is flagged. This would respond to the position of the rail custodian to seek the removal of grade level rail crossings wherever possible. The design review of Russell Road is not currently finalised and the City has raised a number of concerns with the draft report to date which are yet to be addressed. A number of matters such as planning for Westport and the resulting freight network demands need clarity. In the absence of these it is not considered appropriate by the City to draw conclusions on some matters, such as the grade separation of the rail crossing.

Grade separation of the rail crossing would likely be one of the most costly infrastructure items, given the limestone resource which would need removal, major service relocations and interim traffic management which would be required. This is in addition to the need for a double stacked container to have clearance (7.3m), should the road overpass the rail. This would be a major undertaking requiring State and Federal contributions to supplement the funds the City has already proposed to allocate to the road upgrade. This would be similar to other projects such as the Lloyd Street (also an Other Regional Road) underpass at Midland to facilitate improved general and emergency access to a new hospital and a police operations centre constructed in the Midland Redevelopment Area. In the same manner which that project facilitated access to other state level infrastructure, Russell Road would provide access to the Australian Marine Complex (much of the harbour side lots are government owned and some support the Australian defence industry).

In any case, a contribution from the land abutting an 'Other Regional Road' towards land and/or construction would be expected in line with State policy.

The connection to Russell Road is also a concern and it needs to be demonstrated that this is warranted and could function safely and efficiently. Could that access be achieved elsewhere (e.g. via the FRCAH?) or maybe it should be limited to left-in/left-out? What form of intersection control would it have? Would that road be used as a rat-run to avoid the Russell Road/FRCAH intersection?

Designation of the 'General Industry' zone

As noted in the related City comments on the draft Masterplan Amendment 18 being advertised concurrently, the approach to impose a General Industry zone will inhibit Landcorp's ability to tailor certain

areas within Latitude 32 towards certain land use outcomes and seems to depart from the intent reflected in EELS (2012).

For example, the creation of a logistics and warehousing cluster could be inhibited as there appears now a far wider scope of land use permissibility. Apart from being able to allow the private market more flexibility, it is questionable as to whether there is any planning reason to progress down such a path, when local precedents like the internationally competitive Australian Marine Complex have included tight land use control to ensure only synergistic development takes place.

There is some argument this could see the loss of opportunities to businesses and industries which could genuinely maximise the strategic locational benefits this site will provide. Conversely, there is an argument that if this area is made more flexible, this may be seen as a benefit which should also be extended to parts of the Australian Marine Complex.

There is concern that an approach to generally zone (without restrictions) this industrial land that will likely service the AMC, could also cause an uncompetitive advantage compared to current AMC businesses which carry tight restrictions. As mentioned, it may also impact the ability to preserve land for only businesses that are required to be proximate to the AMC. While the City has advocated a solution to remove land use restrictions from parts of the AMC to allow more flexible industrial businesses, it is not clear what level of support this may share at the State Government level.

2018 Defence and Defence Industries Strategic Plan

The recently adopted 2018 Defence and Defence Industries Strategic Plan has three actions which are yet to commence. One action relates to undertaking strategic planning and management of the Henderson precinct and the AMC to ensure it meets current and future defence requirements. This structure plan could be prejudicial to this work being undertaken.

In the WA Defence and Defence Industries Strategic Plan, there are three identified actions specific to the AMC, but with potential impacts on the Latitude 32 and broader Western Trade Coast. These are:

- Establish a Government led Task Force to undertake strategic planning and management of the Henderson precinct and the AMC to ensure they meet current and future Defence requirements.
- Coordinate and optimise use of existing infrastructure to ensure it can be leveraged to meet the needs of Defence and other industry sectors.

- Continue to engage with Defence to understand its infrastructure requirements in Western Australia including through its own review of Australian Naval Shipbuilding Infrastructure.

The City understands that master planning may be proposed, specific to the above actions. The land use permissibility contained in this amendment, for a General Industry zone is already contrary to the equivalent zone in the City's scheme. It is certainly very different to what has been in place at the AMC. This amendment was drafted a number of years ago and has not been updated to discuss how it will be able to align with a master planning process. This is a concern given it will be the closest Latitude 32 development area to the AMC.

Lithium Valley

The 2018 Regional Development WA report 'Lithium Valley – Establishing the case for Energy Metals and Battery Manufacturing in Western Australia' notes the strengths the Western Trade Coast Industrial Park would provide to locate such an industry. A threat to this opportunity would be the lack of integrated planning across the area, which would include the Latitude 32 development area. This document goes so far to recommend a Specialised Industrial Park (SIP) be established over the entire Western Trade Coast. It recommends "the SIP should target a wide assortment of economic sectors, including commercial and manufacturing activities and professional services such as warehousing and trans-shipment". This amendment was drafted a number of years ago and has not been updated to discuss how it will be able to respond to a SIP being established should that occur and in particular whether the General Industry zone is still considered the most appropriate zone to facilitate that.

Strategic Plans/Policy Implications

Moving Around

Continue advocacy for a better solution to regional freight movement.

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Leading & Listening

Ensure sound long term financial management and deliver value for money.

Budget/Financial Implications

Nil

Legal Implications

Planning and Development Act 2005

This act provides for the making of local planning schemes; however Part 5, Division 1, clause 71 prohibits the local government from making a local planning scheme in the area covered by the Hope Valley Wattleup Redevelopment Act 2000.

Hope Valley Wattleup Redevelopment Act 2000

In light of the above provision in the Planning and Development Act, the WA Land Authority (Landcorp) are tasked with the function of planning, undertaking, promoting and coordinating development in this area. This includes the need to prepare structure plans.

Community Consultation

Public consultation is currently underway. The consultation period extends from 15 February till 29 March 2019.

Risk Management Implications

There are three distinct areas of risk, which relate to the different roles of the City. These are set out separately below.

Draft structure plan

The City as the affected local government should provide comment on the proposed structure plan. If comments are not provided, or any concerns are not highlighted as part of our response, the City would miss the opportunity for Landcorp and the Department of Planning, Lands and Heritage to consider these.

Management of Development Contributions

Should the local government ultimately inherit the development contribution plan administrator role for Latitude 32 (and associated shortfall responsibilities), this would need to be made up by the fund's administrator.

Henderson Waste Recovery Park

In this instance, the City is the landowner, operator and local government authority for this site. Accordingly, we have a range of interests and associated risks.

Without clear expression of our long term expectations of this site, the City cannot expect these to be accommodated by Landcorp who need to undertake the long term planning for this area.

The City needs to have a clear vision of its future for this site, how long it will continue to be used for waste recovery and where that fits within the long term vision for Latitude 32. This needs to inform the response provided, and if it is not known, it may result in a less than ideal outcome for the site. It is important these views are put forward once again to both Landcorp and the Department of Planning, Lands and Heritage.

Advice to Proponent(s)/Submitters

The Proponent has been advised that this matter is to be considered at the 14 March 2019 Ordinary Council Meeting.


Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

Schedule of comments – draft structure plan DA6A (February 2019)


#	Section of plan	Comment
Document text		
1.	Format Part One	Currently described as 'Statutory' section.
	1.2 Structure Plan content	For consistency with the current Structure Plan Framework this should be referred to as an 'Implementation' section. The term 'statutory' has not been appropriate in structure plans since October 2015.
		Structure Plan provisions do not have statutory effect.
2.	1.5 Land Use, Subdivision and Development Requirements	<p>Last paragraph reads:</p> <p><i>"Subdivision and development should not be approved until a Development Contribution Plan (DCP) is in effect upon incorporation into Schedule 12 as per clause 6.3.4 and 6.3.5".</i></p> <p>As noted further above, structure plan provisions have no statutory effect. This provision is also contrary to State Planning Policy 3.6 Development Contributions for Infrastructure (SPP3.6) which states in its model provisions also now referenced in the Planning and Development (Local Planning Schemes) Regulations 2015:</p> <p><i>"6.3.5 Subdivision, strata subdivision and development The local government shall not withhold its support for subdivision, strata subdivision or refuse to approve a development solely for the reason that a development contribution plan is not in effect, there is no approval to advertise a development contribution plan, or that there is no other arrangement with respect to an owner's contribution towards the provision of community infrastructure"</i></p>


#	Section of plan	Comment
		<p>While the model provisions refer to local government, there seems to be no reason why the same principle would not extend to Landcorp. It can be difficult to progress a structure plan in the absence of known infrastructure coordination and contribution arrangements, as it potentially creates uncertainty as to what future flow on affects it may have to the viability of this structure plan, and other adjoining on structure plans.</p> <p>It is further noted that Schedule 12 of the Hope Valley Wattleup Masterplan contains a number of Development Contribution Plans already. The City understands there are other inconsistencies with SPP3.6, for example, the DCP administrator (Landcorp) must publish a Cost Contribution Schedule for each of these DCA to provide landowners with an indication of development costs. There is no evidence this has occurred. Regardless of whether the boundaries of the DCA are proposed to change, this is still a current expectation under the SPP.</p>
3.	3.1.5 Biodiversity Strategy	<p>As per previous submissions, the City will only comment with the adopted Biodiversity Strategy in mind. In the City's view this is the November 2007 version.</p> <p>The letters provided from the Office of Environmental Protection Authority (OEPA) referred to in the draft structure plan don't actually mention the process agreed.</p> <p>Also, if the process is agreed by the WAPC, the City would expect to see a letter or minutes from WAPC to that effect, not the OEPA. Given this, the City has asked DoPLH to provide confirmation this is also their understanding. This has not been provided and there remains uncertainty.</p>
4.	4.1.4 Ecological linkages	<p>Regardless of the process agreed or otherwise, the City still has the following key areas of concern in relation to the greenways linkage/ecological corridor shown along Russell Road.</p> <p>The adopted strategy discusses a linkage along Russell Rd. As a primary linkage the current adopted Biodiversity Strategy (2007) mentions a desirable width of 25-50m for viability. The proposed Biodiversity review indicates 15m or greater. The bushfire</p>

#	Section of plan	Comment
		<p>management described in Table 6 of the draft structure plan would mean the corridors would be less than 20m wide and not within 20m of other classified vegetation. A corridor along Russel Road is considered an ineffective biodiversity link.</p> <p>With the concern around the viability of the Russell Road ecological linkage due to the level changes likely warranting vegetation removal, there is another opportunity which would not have the same issues and would also go some way toward resolving the City's interface concerns with the Henderson Waste Recovery Park ("HWRP"). Inclusion of a road and ecological linkage along the southern boundary of DA6A would present a better outcome in the City's view than what is currently proposed which are directly abutting lots to the HWRP. Instead, a 25-50m biodiversity corridor should be provided, as a more workable interface given the strategic need of having boundary separation (and thus access) to finished cells of the HWRP.</p>
5.	7.1.2 Alternative southern connection option	<p>This proposal for a southern connection should be pursued.</p> <p>An extract of Figure 16 of the plan indicates this below (black 'dash' line). This will utilise the redundant Rockingham Rd carriageway and avoid the landfill cells, existing buildings and access point for the Henderson Waste Recovery Park. These conflicts are discussed in further detail in the comments below.</p> 
6.	7.1.3 Russell Road	<p>In terms of the Russell Rd/FRACH intersection, the City understands there is currently a Main Roads project for the upgrade of the existing staggered intersection to a 4 way</p>

#	Section of plan	Comment
		<p>intersection at Rockingham Road and Russell Road. This project has been funded for development but not construction and as such, is not in Main Roads 4 year forward estimated construction program.</p> <p>In terms of the segment of Russell Road from Henderson Rd through to Rockingham Rd (future FRACH), this is shown on our road works plan as 2027/28 and at only \$16m. This would comprise widening to a dual carriageway. Section 7.1.3 of the structure plan text mentions the structure plan has been formulated to assume the upgrade is as per the City's current proposal and remains at the same level.</p> <p>Mention is then made of the preliminary investigations as part of the design review of Russell Rd by the Department of Planning, Lands and Heritage and the City of Cockburn. In particular the potential to lower this section of Russell Road is flagged. This would respond to the position of the rail custodian to seek the removal of grade level rail crossings wherever possible. The design review of Russell Road is not currently finalised and the City has raised a number of concerns with the draft report to date which are yet to be addressed. A number of matters such as planning for Westport and the resulting freight network demands need clarity. In the absence of these it is not considered appropriate by the City to draw conclusions on some matters, such as the grade separation of the rail crossing.</p> <p>Grade separation of the rail crossing would likely be one of the most costly infrastructure items, given the limestone resource which would need removal, major service relocations and interim traffic management which would be required. This is in addition to the need for a double stacked container to have clearance (7.3m), should the road overpass the rail. This would be a major undertaking requiring State and Federal contributions to supplement the funds the City has already proposed to allocate to the road upgrade. This would be similar to other projects such as the Lloyd Street (also an Other Regional Road) underpass at Midland to facilitate improved general and emergency access to a new hospital and a police operations centre constructed in the Midland Redevelopment Area. In the same manner which that</p>

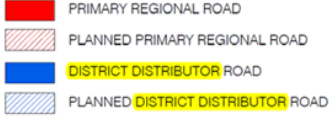
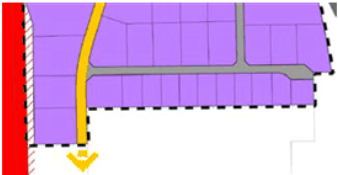

#	Section of plan	Comment
		<p>project facilitated access to other state level infrastructure, Russell Road would provide access to the Australian Marine Complex (much of the harbour side lots are government owned and some support the Australian defence industry).</p> <p>In any case, a contribution from the land abutting an 'Other Regional Road' towards land and/or construction would be expected in line with State policy.</p>
7.	7.2.2 Short-Medium term Access Arrangements Timeframe nominally between 2021-2031	<p>At this stage in the development, it is proposed to build the road indicated on the draft structure plan as a Local Distributor Road.</p> <p>The City holds strong concerns with this road which has moved further east since the previous drafts seen in 2016 and 2017. The road would continue south (along the eastern boundary of the Caratti landholding shown as Lot 4 in the plan below, which is directly in line with several buildings and the current entrance to the Henderson Waste Recovery Park. It is also directly adjacent to a landfill cell which will be operational during and after that period (2027-2034). The extract of the plan below has been provided to Landcorp as part of the preliminary comment period:</p>

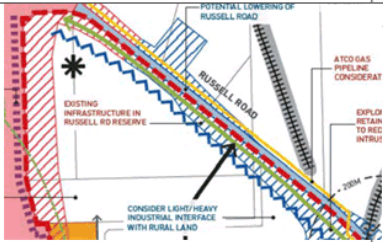
#	Section of plan	Comment
		 <p>This road should not be constructed and instead the alternative proposal for a southern connection (discussed in 7.2.3 Long Term Access Arrangements) should be pursued. An extract of Figure 16 of the plan indicates this below (black 'dash' line). This will utilise the redundant Rockingham Rd carriageway and avoid the landfill cells, existing buildings and access point for the Henderson Waste Recovery Park.</p>

#	Section of plan	Comment
		
8.	11.4 Development Contribution Arrangements	<p>The majority of the infrastructure proposed for consideration in a future DCP have a catchment greater than this structure plan area (district – whole of the Latitude 32 area).</p> <p>This is a fundamental problem with the approach currently being taken for DCPs in Latitude 32. This approach will (like the matter of land use permissibility in the concurrent MasterPlan Amendment 18) 'lock in' certain parameters and impact the ability of landowners in other development areas to provide meaningful comment during their future consultation period. This is not equitable and has been brought to both Landcorp and the Department of Planning, Lands and Heritage's attention over a number of years.</p> <p>Offers have been made by the City of Cockburn to assist with hosting information sessions to educate and build awareness with affected landowners on development coordination and contribution planning. The development for Latitude 32 extends more than 1100ha and crosses local government boundaries so this impacts not only Cockburn landowners, but also landowners in parts of Kwinana. Each of those landowners has a right to be consulted now, given the potential flow on affects mentioned.</p> <p>While this draft structure plan sets out a number of infrastructure items proposed to be</p>

#	Section of plan	Comment
		<p>included in a future draft DCP, the concurrent Masterplan Amendment 18 realigns some of the DCA boundaries but does not provide the other information normally seen with a DCP proposal (this has been deferred to an unknown point in the future), such as:</p> <ul style="list-style-type: none"> ○ Description of the item (including area, length, width, etc) ○ Indicative costs of those items ○ What a DCA pro-rata amount would be (generally expressed as a percentage) <p>Given the extent of the area and the nature of the types of items proposed, these contributions will not be minimal.</p> <p>The City of Cockburn has previously raised concerns with the types of infrastructure proposed. This primarily stems from the need for the DCP administrator to be able to control matters of location, design, project management and infrastructure delivery. These are major risk areas to a DCP administrator (in this case Landcorp but potentially in the future this might be handed to the local government). As with any DCP, if there is a funding shortfall, it is the DCP administrator in place at the end of the DCP's lifespan who makes up that shortfall.</p> <p>There are other methods of collecting contributions towards infrastructure, such as ordinary subdivision conditions (such as where a subdivision abuts an existing road) or voluntary legal agreements. The question of infrastructure, in light also of the dynamic nature of Westport as it continues its planning, means this structure plan is likely to be best reconsidered once issues like infrastructure are known and available for review.</p>
Draft Structure Plan		
9.	Designation of the 'General Industry' zone	As noted in the related City comments on the draft Masterplan Amendment 18 being advertised concurrently, the approach to impose a General Industry zone will inhibit Landcorp's ability to tailor certain areas within Latitude 32 towards certain land use outcomes and seems to depart from the intent reflected in EELS (2012).

#	Section of plan	Comment
		<p>For example, the creation of a logistics and warehousing cluster could be inhibited as there appears now a far wider scope of land use permissibility. Apart from being able to allow the private market more flexibility, it is questionable as to whether there is any planning reason to progress down such a path, when local precedents like the internationally competitive Australian Marine Complex have included tight land use control to ensure only synergistic development takes place.</p> <p>There is some argument this could see the loss of opportunities to businesses and industries which could genuinely maximise the strategic locational benefits this site will provide. Conversely, there is an argument that if this area is made more flexible, this may be seen as a benefit which should also be extended to parts of the Australian Marine Complex.</p> <p>There is concern that an approach to generally zone (without restrictions) this industrial land that will likely service the AMC, could also cause an uncompetitive advantage compared to current AMC businesses which carry tight restrictions. As mentioned, it may also impact the ability to preserve land for only businesses that are required to be proximate to the AMC. While the City has advocated a solution to remove land use restrictions from parts of the AMC to allow more flexible industrial businesses, it is not clear what level of support this may share at the State Government level.</p> <p><u>2018 Defence and Defence Industries Strategic Plan</u></p> <p>The recently adopted 2018 Defence and Defence Industries Strategic Plan has three actions which are yet to commence. One action relates to undertaking strategic planning and management of the Henderson precinct and the AMC to ensure it meets current and future defence requirements. This structure plan could be prejudicial to this work being undertaken.</p>

#	Section of plan	Comment
10.	ROADS 	<p>Description for 'blue roads' should reflect MRS and TPS descriptions.</p> <p>Replace 'District Distributor' with 'Other Regional Road' (use of this term is fine in traffic discussions but not for structure plan map)</p>
11.		<p>Concerned with industrial lots proposed to be created on the northern edge of the incomplete Cells 4, 5, 6 and potentially Cell 8 (not yet constructed) to Henderson Resource Recovery Centre.</p> <p>In the City's earlier plans to purchase a portion of Cockburn Cement's land to the north, we allowed for a 30m greenbelt buffer around the perimeter. (Note that the City no longer intends to secure or rezone this ex Cockburn Cement excavated quarry to the north of our site).</p> <p>The EPA Guide to Buffers currently recommends 150m to a Class 2 and 3 Putrescible Landfill.</p> <p>The current design, indicating lots backing onto the Henderson site provides no such separation to allow for landfill activities to occur in the immediate or long term without impacting the adjacent businesses.</p> <p>If in the unfortunate event that a cell liner leaks and remediation work is required, this could only be conducted on the adjoining owner's industrial land.</p> <p>This would be untenable. The interface issue is not sufficiently dealt with by this proposed design.</p>
12.		<p>The connection to Russell Road is a concern and it needs to be demonstrated that this is warranted and could function safely and efficiently. Could that access be achieved elsewhere (e.g. via the FRCAH?) or maybe it should be limited to left-in/left-out? What form of intersection control would it have? Would that road be used as a rat-run to avoid the Russell Rd/FRCAH intersection?</p>

#	Section of plan	Comment
Draft Opportunities and Constraints Plan		
13.	<p>OVERALL OPPORTUNITIES:</p> <ul style="list-style-type: none"> • PREDOMINATELY SINGLE LAND OWNERSHIP • LARGE EXPANSE OF CLEARED LAND • RETAIN TIART TREES AND VEGETATION WHERE POSSIBLE • FUTURE ACCESS FROM HURST TO MUSSON ROAD TO THE SOUTH • ECOLOGICAL LINKAGE ALONG RUSSELL ROAD • CONNECTION TO EXISTING REGIONAL ROAD NETWORK VIA RUSSELL ROAD • OPPORTUNITY FOR CUT-FILL BALANCE DUE TO ON SITE QUARRYING ACTIVITY • RE USE SHELL MATERIAL AS FILL UNDER DRAINAGE BASINS • USE RETAINING WALL TO REDUCE INTRUSION FROM BATTER ON RUSSELL ROAD NEAR RAILWAY OVERPASS 	<p>This will require further discussion with the City.</p> <p>Where is the shell material from? Are there contaminants issues? Will the material be able to achieve geotechnical requirements?</p>
14.		<p>Description for 'blue roads' should reflect MRS and TPS descriptions.</p> <p>Replace 'District Distributor' with 'Other Regional Road' (use of this term is fine in traffic discussions but not for structure plan map)</p>
15.	 <p>OVERALL OPPORTUNITIES:</p> <ul style="list-style-type: none"> • PREDOMINATELY SINGLE LAND OWNERSHIP • LARGE EXPANSE OF CLEARED LAND • RETAIN TIART TREES AND VEGETATION WHERE POSSIBLE • FUTURE ACCESS FROM HURST TO MUSSON ROAD TO THE SOUTH • ECOLOGICAL LINKAGE ALONG RUSSELL ROAD • CONNECTION TO EXISTING REGIONAL ROAD NETWORK VIA RUSSELL ROAD • OPPORTUNITY FOR CUT-FILL BALANCE DUE TO ON SITE 	<p>As per previous submissions, the City will only comment with the adopted Biodiversity Strategy in mind. The adopted strategy discusses a linkage along Russell Rd. As a primary linkage the current adopted Biodiversity Strategy (2007) mentions a desirable width of 25-50m for viability. The proposed Biodiversity review indicates 15m or greater.</p>

#	Section of plan	Comment
16.	<p>OVERALL OPPORTUNITIES:</p> <ul style="list-style-type: none"> • PREDOMINATELY SINGLE LAND OWNERSHIP • LARGE EXpanse OF CLEARED LAND • RETAIN TREES AND VEGETATION WHERE POSSIBLE • FUTURE ACCESS FROM JARVIS TO HAMILTON ROAD TO THE SOUTH • ECOLOGICAL LINKAGE ALONG RUSSELL ROAD • CONNECTION TO EXISTING REGIONAL ROAD NETWORK VIA RUSSELL ROAD • OPPORTUNITY FOR CUT-FILL BALANCE DUE TO ON-SITE QUARRYING ACTIVITY • RE-USE SHELTER MATERIAL AS FILL UNDER DRAINAGE BASINS • USE RETAINING WALL TO REDUCE INTRUSION FROM DITCH ON RUSSELL ROAD NEAR RAILWAY OVERPASS • COORDINATE QUARRYING OPERATION TO SUIT FINAL EARTHWORKING PLANS • USE SAND SOURCES ON SITE FOR COVER MATERIAL OR SCREEN OVERBURDEN STOCKPILES • SERVICES CROSSINGS OF RAILWAY MAY SAVE LONGER ROUTES AROUND PARTICULARLY GRAVITY SEWER • MAY BE POSSIBLE TO STEEPEN BATTERY/STEP INTO LIMESTONE TO REDUCE WALL HEIGHTS AT BOUNDARY • DUAL FUNCTION TO DRAINAGE BASIN TO PROVIDE AMENITY FOR LOCAL COMMUNITY • RETAIN VEGETATION ALONG BOUNDARY WHERE POSSIBLE TO ASSIST IN PROVIDING SCREENING AND NOISE BUFFERS 	<p>Retention of vegetation where possible has been listed as an opportunity though it is unclear whether this has been put forth as an opportunity following assessment of other matters which may significantly impact on feasibility of this.</p> <p>Vegetation provides little in the way of noise buffers.</p>

**14.3 AGREEMENT TO LEASE UNMADE ROAD RESERVE LAND
ZENTNER SHIPPING PTY LTD LOCATION: PORTION OF UNMADE
ROAD RESERVE WELLARD STREET SOUTH OF BARRINGTON
STREET BIBRA LAKE APPLICANT: ZENTNER SHIPPING PTY LTD
(4413912) (LGATT) (ATTACH)**

Author(s) L Gatt

Attachments 1. Lease Sketch Zentner Shipping Pty Ltd [↓](#)

RECOMMENDATION

That Council

- (1) Consent to the use of the written valuation dated 2 August 2012
- (2) subject to no objections being received following the statutory advertising pursuant to Section 3.58 of the *Local Government Act 1995*;
- (3) accept the offer from Zentner Shipping Pty Ltd to lease a 2,011sqm portion of the unmade road reserve Wellard Street, Bibra Lake for a five year term at an annual fee of \$23,378.04, subject to annual CPI rent increases on each anniversary of the commencement date; and
- (4) advise the applicant of Council's determination.

Background

The section of Wellard Street south of Barrington Street, Bibra Lake has never been constructed. The road reserve terminates at the northern boundary of Lot 466 Timbervard Way, Bibra Lake. See attachment 1 sketch detailing the 2,011sqm area subject to this agreement.

Council resolved in 2012 to enter into an agreement with Zentner Shipping Pty Ltd for a 2,011sqm area of the unmade road reserve Wellard Street Bibra Lake for a period of five years.

That Council

1. *accept the offer from Zentner Shipping Pty Ltd to lease from the City of Cockburn portion of (unmade) Wellard Street, Bibra Lake which is an area of 2,000 square metres for a 5 year term at an annual rent of \$21,000 and subject to annual rent increases being no less than the CPI increase;*
2. *subject to no objections being received following the statutory advertising pursuant to Section 3.58 of the Local Government Act 1995, formally enter and execute the required lease documents;*

3. *amend the 2012/13 Municipal Budget by increasing proceeds from leased land by \$21,000 and transferring the proceeds to the Land Development and Community Infrastructure Reserve Fund; and*
4. *advise the applicant and adjoining landowners/tenants of the decision of Council.*

The agreement expired on 31 December 2018 and is currently operating on a monthly basis, holding over until a new agreement can be finalised.

The lessee has agreed, subject to Council consent and statutory advertising to enter into an agreement for a further five year period equal to the current annual fee of \$23,378.04 (inc GST).

Submission

Zentner Shipping Pty Ltd has offered to enter into an agreement for the use of the southern portion of (unmade road) Wellard Street, Bibra Lake having an area of 2011m² for five years equal to the current fee of \$23,378.04 (inc GST).

Report

The City has no immediate plans to construct this section of Wellard Street and the proposed disposal of the unmade road reserve land is considered a prudent use of land managed by the City and at the same time benefits a local Cockburn business.

Zentner Shipping Pty Ltd owns the property at 149 Barrington Street, Bibra Lake adjoining the unmade road reserve. Zentner Shipping has constructed hardstand on the 2,011sqm portion of the City's unmade road reserve and if granted a new agreement will continue to utilise the land for the storage of containers associated with their shipping operations.

The City in accordance with Section 3.58 of the *Local Government Act 1995* is required to advertise the disposal of this portion of land in a Statewide publication providing a period of 14 days for public comment. The legislation requires that a market valuation is undertaken for the purpose of the advertising and it is to be not more than six months old.

However, Section 3.58 (c) (ii) provides an exemption for a resolution of the local government to use a valuation that is older than six months provided it is believed to be a true indication of the value at the time of the proposed disposition. Please see the below extract:

Section 3.58 Disposing of property

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include -*
- (c) *the market value of the disposition —*
- (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

The City's Valuer has indicated that the recommended annual fee that is currently being charged would not increase if another valuation was undertaken. Therefore, based on the above exemption, it is requested Council consent to the use of the original valuation dated 2 August 2012 to undertake the advertising in accordance Section 3.58 of the *Local Government Act 1995* (Section 3.58 advertising). The original valuation detailed that the market value fee would be \$20,000 per annum.

The current annual fee \$23,378.04 (inc GST) is the result of the CPI increases over the five year period from the commencement fee of \$21,000. Zentner Shipping has agreed to enter into a new agreement for a five year period with a commencement fee of \$23,378.04 plus CPI increases on each anniversary date.

Being unzoned the proposed site is not subject to planning provisions of TPS3. An agreement will be drafted following the satisfactory advertising of the disposal of the land and will include clauses requiring adherence to appropriate Australian construction standards, compliance to the requirements of Western Power, appropriate insurance coverage and indemnities to the City.

It is therefore recommended that Council consent to the use of the valuation dated 2 August 2012 for the purposes of the Section 3.58 advertising and subject to there being no comments received from the Section 3.58 advertising accept the offer from Zentner Shipping Pty Ltd to use the 2,011sqm portion of (unmade road reserve) Wellard Street, Bibra Lake for five years at a fee of \$23,378.04 (inc GST) per annum.

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Create opportunities for community, business and industry to establish and thrive.

Leading & Listening

Ensure sound long term financial management and deliver value for money.

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

Proceeds totalling \$23,378.08 (inc GST) annually to be transferred to the Land Development and Community Infrastructure Reserve.

Legal Implications

Provisions of Section 3.58 of the *Local Government Act 1995* apply.

Community Consultation

N/A

Risk Management Implications

The Risks to Council if this agreement is not consented to are:

- Potential loss of income of \$23,378.08 (inc GST) annually and
- The hardstand on the unmade road reserve will no longer be utilised by Zentner Shipping Pty Ltd and could become a dumping ground for unauthorised users.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 March 2019 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



14.4 PROPOSED SCHEME AMENDMENT NO. 146 – REZONING LOTS 705 AND 707 ARMADALE ROAD, TREEBY TO 'DEVELOPMENT' AND INCLUDING IT IN A 'DEVELOPMENT AREA'

Author(s)	A Trosic
Attachments	1. Location Plan ↓ 2. Scheme Amendment Map ↓
Location	Lots 705 and 707 Armadale Road, Treeby
Owner	Perron Developments No 2 Pty Ltd and Palmerino Ronci
Applicant	CLE Town Planning and Design
Application Reference	109/146

RECOMMENDATION

That Council:

- (1) in pursuance of Section 75 of the *Planning and Development Act 2005* ('the Act'), resolves to initiate an amendment to City of Cockburn Town Planning Scheme No. 3 ("Scheme"), by:
- Rezoning portion of Lots 705 and Lot 707 Armadale Road, Treeby from 'Resource' zone to 'Development' zone and place them within a 'Development Area 42' (DA 42) Special Control Area;
 - Amending 'Table 9: Development Areas' of the Scheme Text to include DA 42 as follows;

REF. NO	AREA	PROVISIONS
DA 42	Lots 705 and 707 Armadale Road, Treeby	<p>1. An approved Structure Plan together with all the approved amendments shall be given due regard in the assessment of applications for subdivision, land use and development in accordance with Clause 27(1) of the Deemed Provisions.</p> <p>2. The Structure</p>

			<p>Plan is to provide for an appropriate mix of residential and compatible land uses.</p> <p>3. The Structure Plan is to be provided to the Office of Environmental Protection Agency (OEPA) for consultation and comment as part of the advertising period.</p>
<p>(2) note the amendment referred to in resolution (1) above is a 'standard amendment' as it satisfies the following criteria of Regulation 34 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>:</p> <p>1. "any other amendment that is not a complex or basic amendment".</p> <p>(3) that in preparing the amendment documentation, the following appendices be prepared and included with the amendment documentation to the satisfaction of the City, in order to explain how the Scheme amendment has responded to the characteristics of the land, and how each appendix concludes design principles that will inform the future structure planning phase to follow:</p> <p>1. Bushfire mitigation documentation; in accordance with the requirements of section 6.3 "<i>Information to accompany strategic planning proposals</i>" of <i>State Planning Policy No. 3.7 - Planning in Bushfire Prone Areas</i>; to demonstrate compliance with State bushfire requirements and setting out future design based approaches that will need to be considered as part of structure planning (at which stage a detailed bushfire management plan must be prepared);</p> <p>2. Local Water Management documentation in accordance with the <i>Better Urban Water Management</i> document and specifically setting out the approach to consider the impacts, risks and management of Jandakot groundwater resources, and how these approaches need to inform a detailed Local Water Management Strategy that will form part of the future structure plan;</p>			

3. Traffic management discussion, that demonstrates principles of design including the connectivity to the adjoining regional road network; connectivity to the future urban cells north and west and; key design issues that future structure planning must address;
 4. Noise management, in accordance with *State Planning Policy 5.4 – Road and Rail Noise*; to identify the key issues that future structure planning will need to deal with including addressing noise emanating from the regional road network and Jandakot airport. This should apply similar design based principles adopted within the Calleya Structure Plan, and it is important that the noise management appendix identify and discuss these in terms of informing the future structure planning phase;
 5. Environmental assessment; in accordance with Statement of Planning Policy No. 2 Environmental and Natural Resource Policy as well as the Environment Protection and Biodiversity Conservation Act 1999; to meet various government environmental requirements and how key future issues particularly in respect of bush forever, buffers and fire management will inform the future structure planning phase;
 6. Engineering services report; to demonstrate the expected conclusion that, in rezoning the land, it is capable of being efficiently serviced by water, power, sewer, telecommunications, gas and any other utility.
- (4) upon preparation of amendment documents and appendices to the City's satisfaction, determine that the amendment is consistent with Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the amendment be referred to the Environmental Protection Authority ("EPA") as required by Section 81 of the Act; and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment; be advertised for a period of 42 days in accordance with the Regulations.
- (5) that prior to the amendment being presented back to Council after advertising, the applicant and City seek to finalise a voluntary legal agreement that has been previously discussed to deal with the upgrading of Jandakot Road between Fraser Road and Skotsch Road.

Background

The amendment area is located in the City of Cockburn, approximately 3km east of the Cockburn secondary centre and 20km south of the

Perth Central Business District (see Attachment 1 for details). It covers approximately 50 hectares, the majority of which is former sand quarry.

Bush Forever Area 390 covers approximately 12 hectares of the western and northern parts of Lot 705. Most of this is excluded from the Amendment area.

The Amendment area is located on the northern side of Armadale Road. It abuts vacant land zoned 'Urban' under the Metropolitan Region Scheme ('MRS'), 'Development' under TPS3 to the west, and Bush Forever areas reserved for 'Parks and Recreation' to the north-west and east.

To the north is the Skotsch Road rural-residential area and vacant land identified for urban purposes in the 'Treeby District Structure Plan' ('the Treeby DSP').

The majority of the Amendment area has been identified for 'Urban Investigation' in the South Metropolitan Peel Sub-regional Planning Framework, and it forms part of the (residential) area covered by the Treeby DSP.

The subject site is currently zoned 'Rural-Water Protection' in the MRS, however MRS amendment 1346/57 (recently supported by the WAPC) seeks to transfer the subject land to the 'Urban' under the MRS.

It is understood MRS Amendment 1346/57 was supported by the WAPC on 20 February 2019 and is now with the Minister for Planning awaiting final approval.

It is recommended that Council initiate an amendment to its Scheme, in order to begin arranging the local planning framework, so that structure planning can soon follow. With the Calleya Estate to the west continuing strong growth and approaching completion, having additional residential communities planned will enable the City to continue growing in a manner that reinforces the regional centre and creates a best practice approach to the management of environmental sensitivities.

Submission

NA

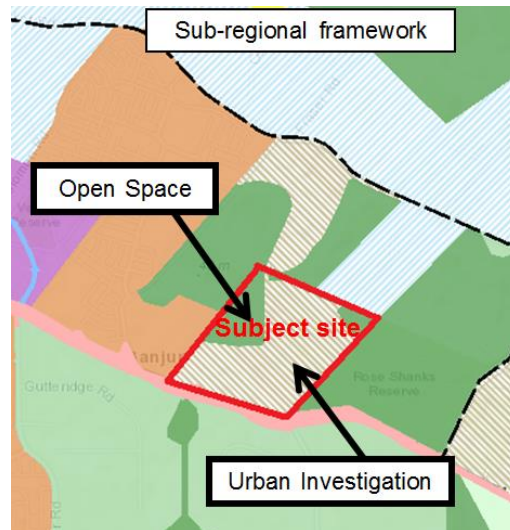
Report

South Metropolitan Peel Sub-regional Planning Framework

The WAPC's South Metropolitan Peel Sub-regional Planning Framework identifies the amendment area for two purposes:

- 'Urban Investigation' over the majority; and
- 'Open Space' in the western part, and in the north eastern part coinciding with Bush Forever Area 390.

This is shown in the below image as follows;



“Urban Investigation areas will require further detailed planning to be undertaken prior to consideration of any rezoning under the MRS”. Specifically the framework identifies further that the subject site is to consider; *“Impacts, risks and management of Jandakot groundwater resources (existing Priority 2 Source Protection Area)”*. These details were, from a statutory perspective, initially considered under the MRS amendment in the consideration of zoning the subject site to “Urban”.

Council's (recommended) resolution above specifies further the groundwater requirements to be addressed at the scheme amendment stage. This is to be in addition to the MRS groundwater detailed justification and will supplement groundwater protection at the later layers of the planning process. This is appropriate to show how each stage of the planning process is informing the next stage appropriately.

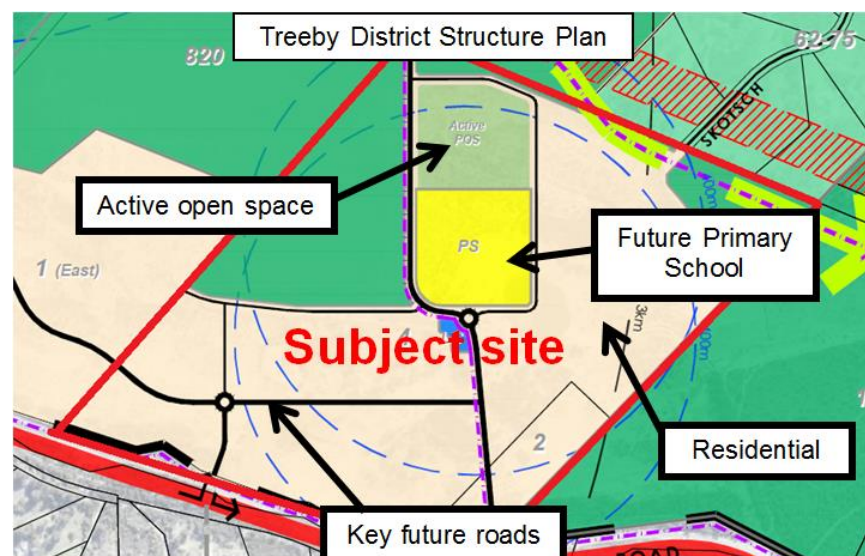
The proposal is considered in this respect to be consistent with the South Metropolitan Peel Sub-regional Planning Framework.

Treeby District Structure Plan

The Treeby DSP was adopted by the City of Cockburn in September 2017 to provide guidance for structure planning, subdivision and development within the area generally bound by Solomon Road, Jandakot Road, Warton Road and Armadale Road. It indicates the following for the amendment area:

- 'Residential' land in southern and eastern parts of the amendment area;
- A 'primary school' site, co-located with an 'active open space' area, in the centre of the amendment area;
- 'Public open space' in the western part, coinciding with Bush Forever Site 390;
- A 'Neighbourhood Connector road' from Armadale Road northward via lot 707 to an off-site connection to Fraser Road;
- An east-west 'Neighbourhood Connector road' through the southern part of the amendment area;
- Lower-order roads (likely to be Access Streets) fringing Bush Forever Area 390 and the primary school; and
- A 'Green Linkage' along the northern edge of the Amendment area.

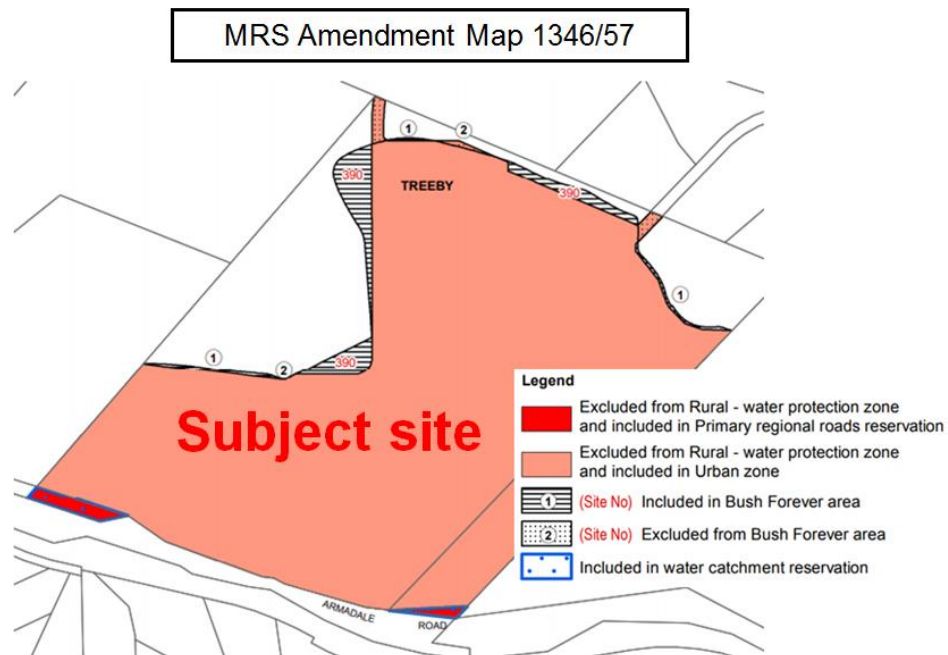
This is shown in the below image as follows;



Metropolitan Region Scheme

The Amendment area is currently zoned 'Rural-Water Protection' in the MRS. Land in the west and the north-east is within Bush Forever Area 390, which extends over neighbouring landholdings.

The WAPC has initiated an amendment to the MRS, Amendment 1346/57, which proposes to zone the majority of the Amendment area 'Urban'. It is understood the WAPC made a decision on this application on 20 February 2019. See below map for details.



Following initiation, MRS Amendment 1346/57 was assessed by the Environmental Protection Authority (“EPA”). The EPA determined that the proposal did not meet the threshold for formal environmental assessment, and that environmental considerations could be adequately addressed through subsequent planning stages including under this scheme amendment proposal.

The advertising period for MRS Amendment 1346/57 concluded in December 2018.

The MRS Amendment Report included the following technical reports and advice which were generally supported by the City:

- Decision notice under the Environmental Protection and Biodiversity Conservation Act 1999 (Cth);
- Environmental Assessment Report (360 Environmental);
- Hydrogeological Report (JDA Consulting Hydrologists);
- District Water Management Strategy (JDA Consulting Hydrologists);
- Bushfire Management Plan (Bushfire Safety Consulting);
- Transport Impact Assessment (Transcore); and
- Engineering Infrastructure Report (Wood & Grieve Engineers).

The future (soon to be submitted) technical appendices in support of this scheme amendment will add further (lower order level planning) detail to the MRS technical reports as listed above.

The proposed scheme amendment will at (future) adoption stage be consistent with the MRS amendment as to '*accompany all documents necessary to convey the intent and reasons for the amendment*'. This is as per Regulation 35 (3).

Town Planning Scheme No. 3

The amendment area is currently zoned 'Resource' under the City of Cockburn Town Planning Scheme No. 3, which reflects the land's current MRS zoning ('Rural-Water Protection'). This amendment request proposes that the part of the site being rezoned to 'Urban', through MRS Amendment 1346/57, be zoned to 'Development'. This is to include a 'Development Area' over the site, facilitating urban development in accordance with the Sub-regional framework, the Treeby DSP and a future structure plan.

Section 126 of the Planning and Development Act 2005, cannot be applied to amend the City's local planning schemes concurrently with an MRS amendment proposing an 'Urban' zone. This is on the basis that Section 126(3)(b) refers to "changing zoning". In this instance the "development area" is a "special control area" (and not a "zone").

The 'Development' zone in TPS 3 is suitable for the amendment area, subject to the acceptance of the above mentioned technical appendices.

The 'Development' zone in TPS 3 necessitates the preparation and approval of a (future) structure plan to guide subdivision and development. It is understood a structure plan is currently being prepared by Perron Developments and it will be formally submitted to the City in early 2019. This future structure plan will generally be consistent with the above TDSP map.

Additional Information Required

It is considered that there is additional information required regarding the proposed zoning of the site that should accompany the Scheme Amendment. This information will assist the community in understanding the proposal and how it may affect them, and will enable them to provide informed comments.

City officers will need to ensure these technical appendices will be consistent with proper and orderly planning, as were the MRS appendices provided earlier to the City.

It is therefore recommended that the following additional information be provided to be advertised with the Scheme Amendment if it is initiated.

- Bushfire mitigation documentation;
- Local Water Management Strategy documentation;
- Traffic report;
- Noise Management Plan;
- Environmental Assessment; and
- Engineering Services Report.

Voluntary legal agreement

The applicant has been in discussion with the City regarding considering an appropriate voluntary legal agreement to deal with infrastructure upgrades, particularly associated with the section of Jandakot Road between Fraser Road and Skotsch Road. It is appropriate that this matter be progressed and finalised prior to the amendment being presented back to Council following advertising.

Separate to this, a further Scheme amendment will be advanced at the April Council meeting to deal with a new development contribution area pertaining to community based infrastructure required for the site and shared between the local catchment area.

Conclusion

This proposal initiates the first step in considering the scheme amendment at the local government level. Following the receipt of the above mentioned information officers will be in a position to critically assess the details in line with previous Council decisions.

The second step in the process will involve the amendment being referred to the Environmental Protection Authority ("EPA") as required by Section 81 of the Act; and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment; be advertised, including the future technical appendices for public comment, for a period of 42 days in accordance with the Regulations.

The third step will involve a further report back to Council to consider the public feedback, the final report and any further modifications to the amendment resultant upon by the advice of the EPA, the City's assessment, comments from stakeholders and/or (supported) recommendations of the community.

Strategic Plans/Policy ImplicationsCity Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Ensure growing high density living is balanced with the provision of open space and social spaces.

Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

Budget/Financial Implications

The required fee for the Scheme Amendment will be calculated in accordance with the Planning and Development Regulations 2009, and paid by the applicant.

It is also important to note that the applicant and City has had preliminary discussions regarding a voluntary legal agreement based approach to deal with the upgrade of Jandakot Road between Fraser Road and Skotsch Road. It is recommended that the applicant and City seek to continue good faith discussions on this and seek to finalise this prior to this amendment being presented back to Council following advertising.

Finally, a separate amendment will be presented to Council in April dealing with a new development contribution area to adequately share the planned community infrastructure in this area.

Legal Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

City of Cockburn Town Planning Scheme No. 3

Community Consultation

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there are several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.

A standard amendment (such as this) requires 42 days consultation.

Community consultation will include letters to adjacent landowners, a newspaper advertisement, notice on 'Comment on Cockburn', and a sign on site.

Risk Management Implications

This application is predicated on a very clear higher order suite of planning decisions. This includes the Sub-regional framework, the Treeby DSP and also MRS Amendment 1346/57. The proposed recommendation is consistent therefore with the decisions already made at a State government level with respect to the subject site. Council in this instance is recommended to require further technical appendices prior to the advertising of the amendment in order to detail the issues to be addressed at the next stage of planning. The referral to the EPA and subsequent advertising will only take place once the City is satisfied with the technical appendices and as such there is minimal risk with respect to the proposed approach

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 March 2019 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

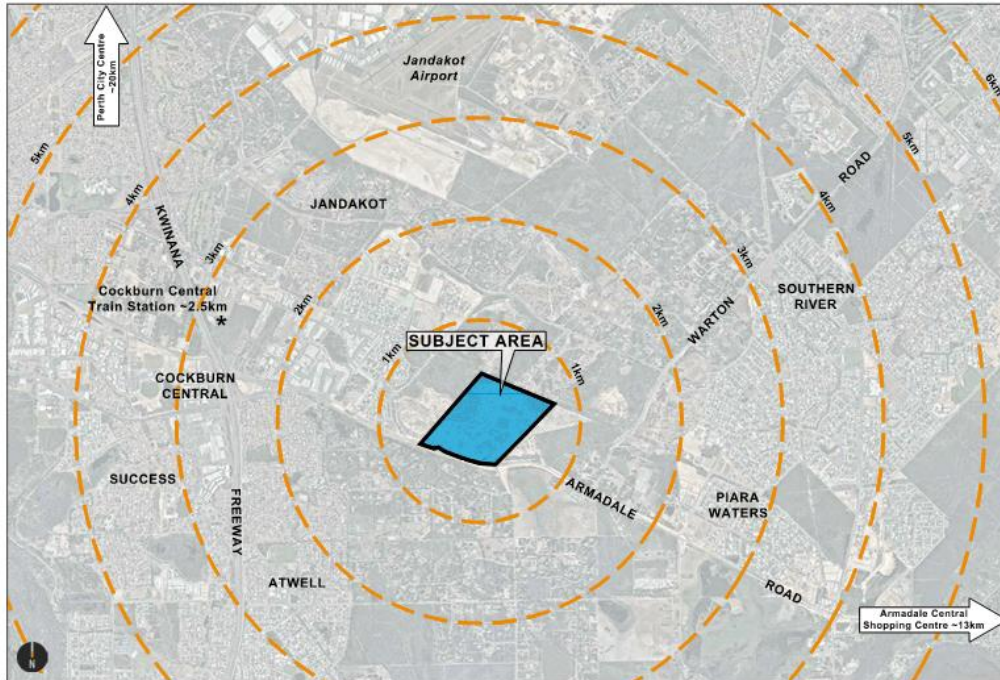


Figure 1 Location Plan
Source: Nearmap

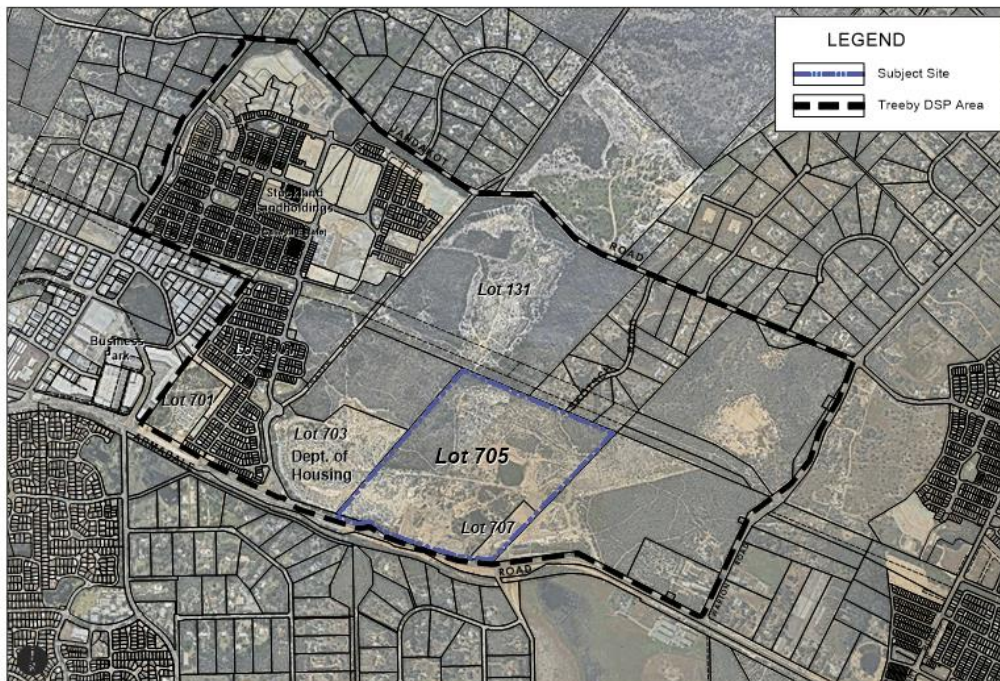


Figure 2 Site Plan
Source: Nearmap & SLIP



EXISTING SCHEME



PROPOSED SCHEME

LEGEND	
REGION SCHEME RESERVES (MRS)	
	Other Regional Roads
	Parks and Recreation
	Primary Regional Roads
	Water Catchments
LOCAL SCHEME RESERVES	
	Local Road
LOCAL SCHEME ZONES	
	Development
	Resource
OTHER CATEGORIES	
	Building Envelope
	DA1 Development Area

Figure 4 City of Cockburn Town Planning Scheme No. 3

Source: WAPC

14.5 CONSIDERATION OF REQUEST FOR PROPOSED NAME CHANGE - CURRIE PARK (RESERVE 51121), PROGRESS DRIVE, BIBRA LAKE

Author(s) D Di Renzo

Attachments 1. Request and supporting information submitted by Tapper family [↓](#)

RECOMMENDATION

That Council

- (1) endorse a proposed name change from 'Currie Park' (Reserve 51121) to 'Old Dairy Park' for the purposes of community consultation;
- (2) undertake community consultation, including a notice in a newspaper circulating in the district inviting community submissions on the proposed name change; and letters to community groups;
- (3) advise the Tapper family representatives of Council's decision, requesting their comments;
- (4) upon the close of the community submission period present the matter back to Council for consideration.

Background

In 2016 the City proposed to name Reserve 51121 on Progress Drive in Bibra Lake 'Currie Park'.

This park contains the Bibra Lake Pioneer Memorial which commemorates families who settled the area. It also contains three mature Moreton Bay Fig trees, each approximately 12 metres in diameter, which are a living memorial to the dairy that was in this area, being the only remnant of the former use of the land.

'Currie Park' was proposed by the City based on information contained within the book 'Cockburn - The Making of Community' (Michael Berson, 1978). This information outlines that the subject land was originally Currie's Dairy. The name was decided upon because of the link that the two Currie brothers had with the dairy industry in the area. They were experienced dairymen and ran a dairy farm in the area which became a great success.

On 19 April 2016 the City advertised the proposed naming of 'Currie Park', and this included a notice in the Cockburn Gazette. No

submissions were received, and this was approved by order of the Minister for Lands on 19 May 2016.

A request has now been received from representatives of the Tapper family, contesting the basis of this park naming, and requesting that the park name be changed.

There is currently no signage at the park, and furthermore 'Currie Park' does not appear in Google Maps or any Google Search at the time of writing the report.



Reserve 51121 - Currie Park (Progress Drive, Bibra Lake)

Submission

A request from representatives of the Tapper family to rename 'Currie Park'.

Report

The City has received a request from members/representatives of the Tapper family to rename 'Currie Park' on the basis that it was the Tapper family, not the Currie family, that have the most significant and longstanding association with the land. The request and supporting information provided by the Tapper family representatives is included at Attachment 1.

The purpose of this report is for Council to consider this request, and to consider whether to adopt a proposed alternative name for the purposes of community consultation.

Proposed park names are considered according to the City's APD88 'Geographical Naming'; Landgate's 'Policies and Standards for Geographical Naming in Western Australia'; and Part 2 (Naming of Parks and Reserves) of the *Land Administration Act 1997*.

Request for renaming

The Tapper family assert that Reserve 51121 should not be named after the Currie family for the following reasons:

- The Currie's were not the owners of the land, only lessees for a short period of time.
- The Tapper family have very strong links with the land, having owned it since 1895 until 1965 when it went into government ownership. They built a homestead house (now demolished), cleared the land for market gardening and an orchard, and later dairy farming.
- The Tapper family have stated that the Morton Bay Fig Trees planted on the land, which holds a significant historical link to the park and area, were planted by their ancestors.

In addition to the information included at Attachment 1, they have also provided other supporting documents, including newspaper articles.

In accordance with Council Policy APD88 Geographic Naming, names chosen for reserves are expected to be permanent and enduring and thus renaming is discouraged. Furthermore, Landgate's 'Policies and Standards for Geographical Naming in Western Australia' discourages renaming, with official names meant to be enduring.

However, it is noted that Landgate's 'Policies and Standards for Geographical Naming in Western Australia' does provide for consideration of such renaming. It states that any submission for a name change must include evidence of community consultation and feedback from all relevant agencies. All such requests will be required to be presented to Landgate for consideration. If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.

Council policy APD88 also states that if renaming is proposed because of some exceptional circumstance there must be evidence of substantial community support for a change of name.

The City has considered the information provided by the Tapper family representatives, and investigated this matter further. The City has

found information that supports some of the key points made by the Tapper family, specifically the following relevant points:

- It is apparent that the land was only leased by the Curries for a short period of time (less than 3 years);
- Before and after this time a dairy on the property was owned and run by the Tapper family, who therefore have a longstanding association with early dairying in the Bibra Lake area.
- It does not appear that the Currie Family had any further association with the local area, subsequently moving back to Victoria.

It is considered that this new information may constitute 'exceptional circumstances', whereby it may be deemed in the broader public interest to consider an alternative more appropriate name for the subject park.

Proposed alternative names

In the first instance the Tapper family have requested that the park be renamed 'Tapper Park'. However, there is an existing 'Tapper Park' on Tapper Road in Atwell. Tapper Park would not be acceptable on any basis.

The City also engaged in some preliminary discussions regarding a potential name change with Landgate Geographic Names and they have also confirmed that 'Tapper Park' could not be used, given the existing 'Tapper Park' within the City of Cockburn.

Tapper family representatives subsequently requested that consideration be given to renaming existing 'Tapper Park' to enable the name to be used at the subject land which they believe to be more appropriate.

The City discussed this option with Landgate who advised that they would not support a renaming of the existing 'Tapper Park', particularly given that the park has been included on maps, including Google maps, is located on Tapper Road, has been known as used by the Atwell Community and would impact the importance of the area to other descendants of the Tapper family. This means that renaming the park has the potential to create confusion, which is a particular concern regarding emergency access to the site.

Given the lack of support from Landgate, and the risk of possible confusion created by renaming existing 'Tapper Park', it is not recommended that Council support this approach.

The Tapper family representatives have also suggested the park could be renamed 'Mary Ann Tapper' or 'Daniel Tapper Memorial Park'. However, for the same reasons outlined above, Landgate have advised they would not support use of the name 'Tapper', given the potential to create confusion.

The Tapper family representatives have alternatively suggested that the park be renamed 'Pioneer Park'. However, the City has an existing 'Pioneers Park' with existing associated signage in the area. This name (and other variations) therefore have the potential to create confusion, and they have not been supported by Landgate in preliminary discussions.

In light of these preliminary discussions, and consideration of material provided by Tapper family representatives, the City considers that a name which reflects the use and history of the land, rather than a particular family, is a more appropriate approach.

In this regard it is considered that 'Old Dairy Park' is an appropriate alternative name for the purposes of community consultation. This reflects the longstanding use and history of the land, and also reflects both the Tapper and Currie family's associations with the area. It is considered appropriate to respect both families, and focus on the historical use of the land, as a more meaningful way for the community to connect with the important history of this area.

Importantly, it is also considered that this name is more meaningful for the broader community, as it provides information about the history and former use of the land which otherwise is not necessarily conveyed through the use of a family name.

The name 'Old Dairy Park' is considered to comply with the naming guidelines and standards outlined in Council Policy APD88 'Geographical Naming' and Landgate's 'Policies and Standards for Geographical Naming in Western Australia'.

The City has sought preliminary feedback from Landgate on the potential renaming of 'Currie Park' to 'Old Dairy Park'. They have advised that whilst this name may be appropriate, they are concerned that renaming the park could be seen as 'dishonouring' the Currie family, regardless of the length of their association with the land. However, such a name is still considered to reflect the Currie family's association with the land.

It is therefore recommended that Council support the proposed renaming of Currie Park to 'Old Dairy Park' for the purposes of community consultation. This will enable further consultation on the matter, and also provide the opportunity for other alternative names to be put forward for consideration by Council.

Conclusion

It is recommended that Council support the proposed renaming of 'Currie Park' to 'Old Dairy Park' for the purposes of community consultation, and invite submissions on the proposed change, along with a request for alternative names. This process will enable the level of community support for the proposed name change to be gauged.

Subsequent to advertising of the proposed name change this matter will be presented back to Council to consider making a recommendation to Landgate.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Create and maintain recreational, social and sports facilities and regional open space.

Economic, Social & Environmental Responsibility

Improve the appearance of streetscapes, especially with trees suitable for shade.

Budget/Financial Implications

Community consultation will be undertaken within the Strategic Planning budget.

In accordance with Landgate's guidelines there is a service charge for renamings if they are deemed unnecessary, and they have advised that this fee is \$282.99 GST inclusive.

Legal Implications

NA

Community Consultation

Community consultation will include, amongst other methods deemed appropriate, a notice in the newspaper; Comment on Cockburn notice, promotion through social media; display at City of Cockburn libraries and administration centre; letters to community groups; and letters to Tapper family representatives.

Risk Management Implications

The name 'Currie Park' does not appear to be actively used for the reserve, therefore there is seen to be low risk in renaming it. However

using a name that is similar to an existing park within the City of Cockburn is unlikely to be supported by Landgate, and there is a risk that this could potentially create confusion locating the site. It is therefore recommended that any name with the word 'Tapper', or 'Pioneers/Pioneer' be avoided.

Advice to Proponent(s)/Submitters

The Tapper family representations who submitted the request have been advised that this matter is to be considered at the 14 March 2019 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

Mayor Logan K Howlett JP
Shire of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965

Handwritten: FYI - Ann Trosic

CITY OF COCKBURN	DOC Set	16 OCT 2018	SUBJECT	147/001	RETENTION	77.1 AS	PROPERTY	6044.021	APP	011/011	ACTION
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20 Zilner Close
SOUTH LAKE 6164
10 October 2018

RE: TAPPER PIONEER MEMORIAL & THE PLANNED DESIGNATION OF CURRIE PARK

Dear Mayor Howlett

I am the daughter of Elsie and Doug Gildersleeve, who were instrumental in the building of the memorial to the pioneers of Bibra Lake. As my parents are now in a nursing home I have taken my father's place on the Bibra Lake Residence Association council regarding the memorial.

We, the family of Tapper descendants were most distressed to hear that the park has been called Currie Park and feel they have no connection to the claim of early West Australian pioneers, but are in fact Victorians. They have been recognised on a plate at the memorial along with many others as community neighbours but we do not believe they should have the title of the park, being it was Tapper land and the Morten bay trees were planted by my great grandmother and grandmother.

I have had correspondence with Andrew Trosic, Manager of strategic planning and haven't been able to convince him of the fact that he has been misinformed over the history of the property and trees. He quoted from an extract of a book written by Michael Berson, which is an excellent book of the area but wrong regarding particular facts of the Currie and Tapper land and the planting of the Morten Bay trees.

We would seek your assistance and direction in explaining why the park is called Currie Park and upon what evidence the naming decision was made. We do not believe Cockburn Shire have the correct history of this. Is there an official way to register a protest and reconsideration of the Currie Park nomenclature?

As background to this, on 28 January 2008 my parents visited Landgate in Midland Junction to have them research any part land sale by Daniel Tapper of lot 21 to David Currie.

Mary Ann Tapper, his mother, had bought Lot 21 which was 320 acres on the west and south side of Bibra Lake. This section of land was a grant given to Benedict Von Bibra in 1843. He had not developed the land before he sold it and eventually Mary Ann bought it from Andrew Scott Moore for 365 pounds in 1895. She built a house on the western side of the lake and she and her son Daniel cleared the land for market gardening and an orchard and later dairy farming.

Landgate have no record of any land sale to D Currie. This is in line with the Tapper records that the land was not sold but leased to his brother Duncan and himself, on which they built a large dairy. They lived in a house that was already there on part of lot 21 which was built by Mary Ann and Daniel Tapper. On the 1st July 1908 Duncan Curry purchased from W E Wray, a 19 acre block of land on the south side of their lease for 200 pounds (memorial XO968). Mary Ann Tapper had previously

sold that portion of her land to her daughter and son in law – W Wray, who then on sold it to the Curries at a later date.

I must emphasise that this land was undeveloped when purchased by Mary Ann Tapper. Capital improvements were made by Daniel Tapper and Mary Ann long before the Curries were lessee's of part of the property.

The Curries built a dairy and then sold the dairy building to Daniel Tapper in 1912. One brother went back to Victoria and the other moved to Merredin to farm. It is recorded in 1913 they planted 246 acres of wheat there.

The statement regarding the Curries came from their great grandson William Woodward and he believes they only ran the dairy for about five years. Daniel ran the dairy from 1912 until his death in 1949. It was then taken over by his son and son in law who ran the dairy until 1965. This was when the land was taken over by the government for a green belt.

The statement in Michael Berson's book regarding the Morten Bay trees (Ficus) is misleading as where the Curries built the dairy as previously stated, there was already a house there which was built by Mary Ann Tapper and her son Daniel in 1895. Daniel lived there until his marriage in 1899 to Rosina Whitehead. He then built a house north of his mother's house. Mary Ann also built another house right next to her son's house and Daniel's wife Rosina took two cuttings from the tree which his mother had planted next to her original house and planted them either side of her new home and that of Mary Ann's and they are now the heart and centre of the park. The Curries could not have planted the Morten Bay tree as they did not arrive until 1907 in which time Rosina's trees were already growing at her home.

We believe if there is any claim to a name for the park it should be Tapper as was many years ago verbally promised by Mayor Samson of Fremantle. The Tappers not only came from the original Tapper family on the boat Rockingham but became the central point for all settlers until after the Second World War, raising 12 children and running the first post office, telephone exchange and petrol pumps.

A copy of the Tapper Family history of Fremantle volume 1 and 2 is in the Cockburn library and can reinforce what I have stated. We would like the consideration of the Tapper Park near Atwell to be changed as it bears no significance to the pioneer history of the Tappers at Bibra Lake and I believe was only named because Tapper road was close by, which was named after Daniel's brother Thomas Frederick Tapper.

Our families contributed nearly \$10,000 towards the building of the memorial so we believe it is an affront to actual pioneer history and the descendants of John and Daniel Tapper families who established the area to be called Currie Park.

The white picket fencing is now up and looks fantastic and we are grateful for this and happy with the signage saying it is Bibra Lake Pioneers Memorial but, have been told that there will be signage saying it is Currie Park and this is what is concerning us.

Enclosed is my previous correspondence with Andrew Trosic and a copy of the memorial document record of Mary Ann Abbs Tapper's purchase of the property and a description of its boundaries as they were on 28 February 1895 and map of the land.

I appreciate your consideration over this situation and look forward to a reply.

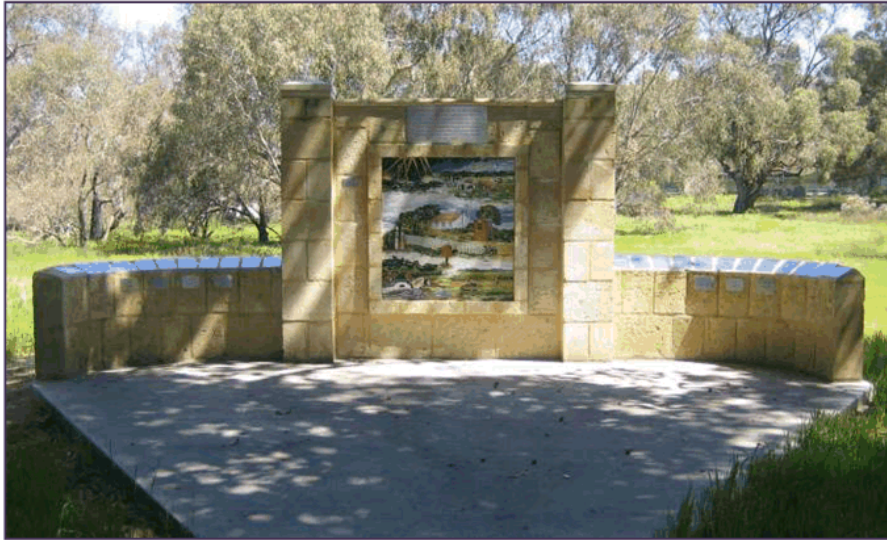
Yours sincerely

A handwritten signature in cursive script, appearing to read 'J Fitzgerald'.

JILLIAN FITZGERALD (nee Gildersleeve)

cc. Bibra Lake Residents Association, Phil Eva member for Cockburn, Peter Hodgson Men's Shed

History of Bibra Lake



Bibra Lake Pioneer Memorial - A Commemoration of the Families who settled in this Area

The Coolbellup/Walliabup (North Lake/Bibra Lake) wetlands are an important and significant area in terms of Aboriginal history and heritage. It would appear that the Beeliar tribe used these locations as their main camping area. There are many archaeological sites on the shores of North Lake and the northern shores of Bibra Lake. The Beeliar wetlands formed the main journey links along the coast as they provided shelter, fresh water and numerous sources of food. There is evidence of Aboriginal use of the land going back over 5000 years.

However, the increasing influence of European settlement had a marked effect on the local Aboriginal population and it eventually came that the traditional lands became land grants to the new settlers in the colony. In 1830 George Robb was granted 2000 acres that stretched from Cockburn Road to North Lake. Benedict Von Bibra, from whom the suburb and the lake are now named inspected the locality in 1843 and selected 320 acres alongside Robb's land in what now includes a large part of the suburb of Bibra Lake.

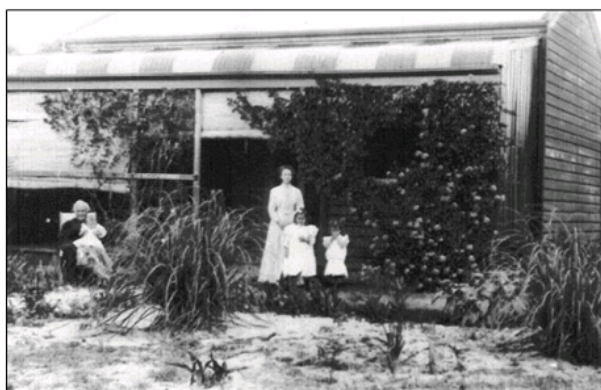
Between 1850 and 1870 development continued to occur and lots of 10-40 acres became the norm east of the lake while larger holdings still occurred to the south and north.

Towards the latter part of the 1800's wheat, oats and maize crops were planted with dairying, market gardening, vineyards and horse and cattle grazing activities also being developed. Chinese market gardeners became established through lease opportunities from the local land owners and thrived on the land allocated to them until they were forced to return home.

Margaret Thompson, 2017. Information from various web sites.

Given the increasing popularity of the Bibra Lake foreshore, the Fremantle District Roads Board declared the western side of the lake a reserve for recreational purposes in 1902. The various land uses continued over the ensuing decades, however with the increasing use of rail and road saw the outer areas prove to be more popular in terms of soil condition and land costs. This resulted in many of the established activities being gradually relocated or ceasing to exist. The land was eventually acquired for residential development and in 1977 the creation of 1350 lots saw the beginning of the 2300 homes and 6,500 people who now live in the area.

Annois, Aubin, Bassett, Bondini, Bracewell, Bray, Brown, Currie, Cook, Dixon, Fortini, Gadd, Gwilliam, Hankinson, Hatch, Ingvarson, Lucken, Marchant, Meller, Pearce, Robb, Stone, Tapper, Tetlow and Von Bibra are some pioneering family names associated with the Bibra Lake area.



The Tapper Family at home in Bibra Lake



Daniel & Rosina Tapper

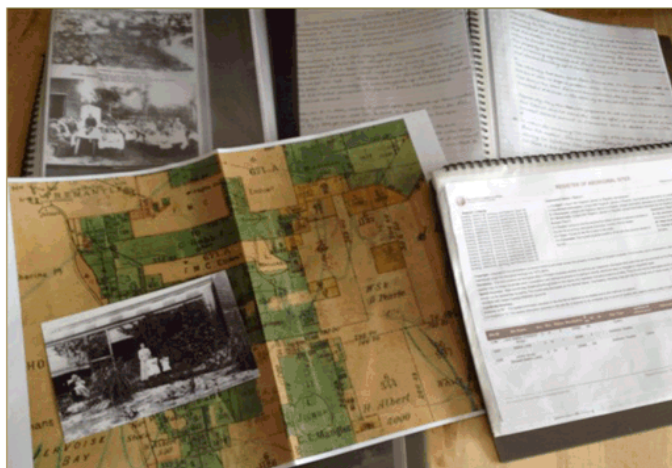


Margaret Thompson, 2017. Information from various web sites.

TAPPERS HOMESTEAD, BIBRA LAKE, WESTERN AUSTRALIA.

**June 29, 2012 Sue Carter Day of Archaeology 2012, Archaeology
Aboriginal, Archaeology, Artefacts, Australia, Azelia Ley, Museum,
Battye, Bibra, Bibra Lake, Cockburn, Cockburn council, Daniel
Tapper, database, Florence Korten, Government
Department, Homestead, Korten, Mary-Ann
Tapper, museum, Perth, Research, Schmalkalden-Meiningen, State library, State
Library of Western Australia, Tapper, Western Australia**

Today I am working on some of the history of the site. Research can take many forms and for this project I am utilizing historic records that are known for the area. These include registered maps, known local Aboriginal sites, notes taken from books relating to Bibra Lake and its Pioneering families as well as personal photographs from descendants.



Margaret Thompson, 2017. Information from various web sites.

Research for Tappers Homestead

The research of any site is integral to understanding its location and position within the landscape and its importance as a locus within the neighbourhood or community. The Tapper family homestead was a focal point of the Bibra Lake community during its later years.

Documentation and information is sourced from local libraries, the State Library of Western Australia, the City of Cockburn council, the Azelia Ley Museum, interviews with descendants which includes viewing family photographs, Landgate (Government Department dealing with land titles and records for Western Australia), and personal communication from the period that is stored at the Battye Library in Perth.

Tying the history and the archaeology together can be challenging at times, yet when it all falls into place, and you hit that "Eureka!" moment, nothing can compare! Archaeology can also show discrepancies that may exist in the historical record too. After being informed there was ever only one structure on the site, I was a bit perplexed as to why I had two distinctive artefact scatter areas. The research has since shown that there were actually three structures, which was confirmed by early aerial photography, and now know that the three structures belonged to Mary-Ann Tapper, her son Daniel Tapper, and daughter Florence Korten. This information has answered one of my research questions relating to the artefact scatters.

I was only permitted to collect artefacts that were visible on the ground. With over 400 artefacts collected from an area of 60m x 70m, after it had been churned up by trench digging for reticulation pipes, I should gain some insight into the daily lives of the three households. With the last property being demolished in the 1960's the date range of the artefacts (1895-1960's) is challenging but rewarding – another aspect to the research of the site is obtaining dates or date ranges for each individual artefact, once they have all been placed in a database. There has been major disturbance to the area and so I will not be able to ascertain which artefacts came from which household, yet should gain an overall picture as to the standard of living of the Tapper family.

There are still many hours of work to do to unravel the history of the site – at least another couple of months before a report can be written for the local council. Archaeology work is not just digging – there is so much more to do. I field walked for one and a half days only, and will spend approximately 3-4 months researching and formulating a report, but this is what I love about the discipline – variety, investigation and knowledge – I wouldn't have it any other way!

Margaret Thompson, 2017. Information from various web sites.

TAPPER HOMESTEAD

RESCUING LOCAL HERITAGE, WESTERN AUSTRALIA.

June 29, 2012 Sue Carter Day of Archaeology, Day of Archaeology 2012, Archaeology Australia, Benedict von Bibra, Bibra, Bibra family, Bibra Lake, Daniel, Florence Korten, Fremantle, Fremantle carpenter, Homestead, Mary-Ann Tapper, Morton Bay, North Lake, Pennsylvania, Perth, Saale-Holzland, Schmalkalden-Meiningen, Tapper homestead, exchange, Walliabup, Western Australia

The Bibra Lake area of Western Australia, formally known as Walliabup Lake, was first provided as land for pioneer settlers in 1843. The first settler to the area, in that same year, was Benedict von Bibra, a Fremantle carpenter, after whom the lake is now named. In the following years other settlers chose to make the lush area their home. Land around Bibra Lake was utilized for market gardening and later dairy cows in order to supply Fremantle and Perth with fresh produce and milk. It also attracted many pioneers for picnics and recreation, as well as having an established tea rooms.

One of the founding families were the Tappers, prominent in Fremantle and associated with the maritime industry. After one of her sons died at sea, Mary-Ann Tapper was determined that her youngest son, Daniel, would not face the same fate and saved to purchase land at Bibra Lake. Her plan succeeded and the family established themselves with land at its south. Starting out as market gardeners, Daniel eventually included dairy cows in order to supplement the families living. Eventually the site of their homestead became the centre of the local community with a petrol pump, telephone exchange and post office.

The site of the Tapper homestead, which included three houses, that of Mary-Ann, her son Daniel, and her daughter, Florence Korten, was recently damaged by trenches being dug for reticulation pipes. With only the Morton Bay fig trees at the site holding Heritage Listing, I have undertaken some rescue archaeology and am currently further researching the area in order to prepare a report for the local council. The aim is to ensure future protection of the area as it now stands, and also for the other homestead sites around Bibra and North Lakes, (which are barely identifiable, hardly known, and disappearing fast due to lack of knowledge), as to their importance as one of the first areas settled outside of Fremantle in Western Australia.

The project is unfunded, yet undertaken with a view for protecting local history and heritage that would otherwise be lost.

Margaret Thompson, 2017. Information from various web sites.



Model of Tapper Homestead, Bibra Lake, WA.

<http://www.azelialeymuseum.com.au/history-of-bibra-lake/>

The Tapper family, who lived on Forrest Road opposite the lake, supplied services such as petrol and a Post Office agency in their small shop.

BIBRA LAKE WAS FIRST REPORTED BY THE SURVEYOR A C GREGORY IN MAY 1842 WHEN HE RECORDED ITS ABORIGINAL NAME, *WALUBUP*.

This was traditional land for the Swan River Aborigines who had many campsites around the lake because of its abundant wild-fowl, fresh water and good vegetation. The following year, Benedict Von Bibra, recorded the name as *Walliabup* when he acquired 320 acres in the area. Although this name was used exclusively on maps for more than half a century, locals still referred to the feature as *Bibra's Lake*. This alternative name was added to plans and eventually in 1967, was adopted instead of the Aboriginal name.

Land in the area was cleared by families like the Tapper's, Meller's and Currie's and homesteads, market gardens and dairies were established on the excellent grazing land where lucerne, maize and oats were also grown.

A SUBSTANTIAL COLONY OF CHINESE MARKET GARDENERS ALSO BEGAN AROUND THE LAKE IN 1897.

Because the land laws prohibited Chinese from owning land in Western Australia, they leased their plots. They lived in meagre tin shacks and grew tomatoes, celery and spring onions and were respected by the community for their hard work and honesty.

In the 1960s, when the State Government established a green belt in the area, Tappers dairy and homestead were demolished. The Moreton Bay fig trees, which are over 100 years old, still remain. The Aboriginal people still maintain strong links with this area of significant Aboriginal heritage and participate in educational activities at the Cockburn Wetlands Education Centre on Hope Road.

Margaret Thompson, 2017. Information from various web sites.



BIBRA LAKE, Western Australia

A small settlement was established in the Bibra Lake area in the late 1880s as the wetland provided arable soil and fresh water. In the 1890s, stimulated by the gold rush, intensive agriculture was progressively adopted in the area. Joseph Meller took up 100 acres of land east of Bibra Lake during 1887 and established market gardens and vineyards. Meller built a brick home on what is now Hope Road.

In 1895, Mary Ann Tapper, with her son Daniel, purchased what had originally been Von Bibra's land, built two houses and cleared 20 acres for market gardens and an orchard, and later started a dairy. The Tappers leased part of the land to the Currie brothers who also bought land south of this lease and they also established a dairy enterprise. Around this time, a large community of Chinese market gardeners also established in the vicinity of Bibra Lake, leasing land from the owners of the day.

Moreton Bay Fig Trees

Three mature Moreton Bay Fig Trees are located on Progress Drive, opposite Bibra Lake and adjacent to Adventure World (Figure 4). The trees were planted by early settlers and have aesthetic and historical significance. The land on which the trees are growing was originally owned by Benedict Von Bibra and then the Tapper family who were prominent landowners for many years. According to the Tapper family (D. Gildersleeve pers. comm. 15 June 2009), the most southern tree was planted by Mary Anne Tapper when she and her son Daniel settled there. When Daniel married Rosina Whitehead, they built a second house on the property and Rosina took two cuttings from the original tree and planted them adjacent to their new home.

The Tapper dairy continued on the property until the 1960s when the state government resumed the land and the homesteads were demolished.

A Pioneer Memorial has been established by the Bibra Lake Residents Association in the vicinity of these fig trees.

Landscape, Recreational and Environmental Management Plan

Published in May 2015

Margaret Thompson, 2017. Information from various web sites.

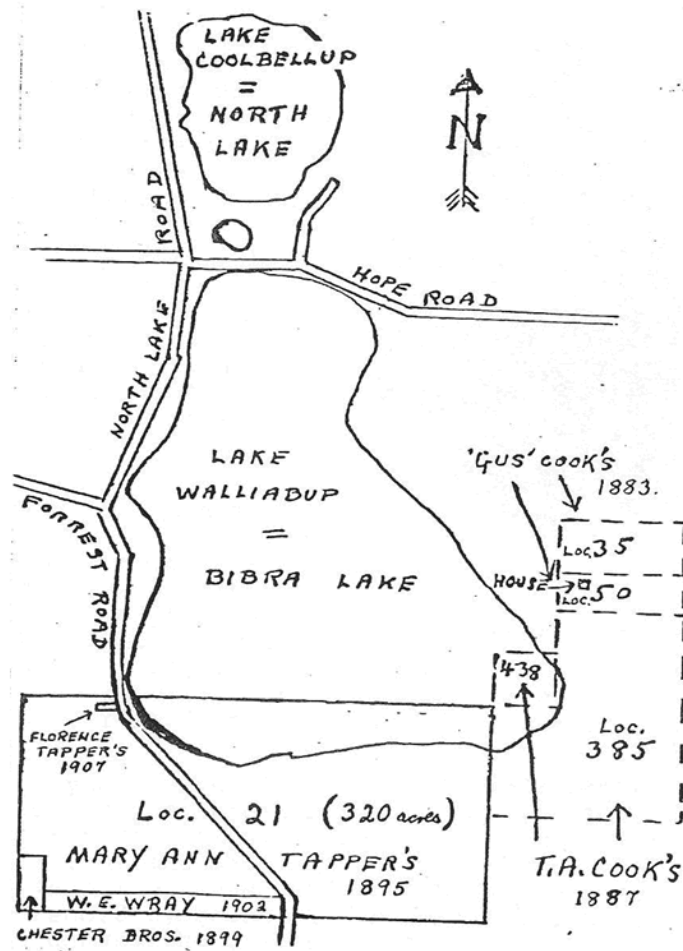












THE TAPPER FAMILY OF FREMANTLE.

Page 185.

The Story of JOHN TAPPER senior and his Wife MARY ANN ABBS, nee COOK.

lake in the angle of a Trench (?) in the ground and on the North by a line about eighty chains in length extending true West or thereabouts from stake last mentioned to the post bounding the first divided at each end of the West boundary the North boundary being considered to be parallel to the South boundary of Cockburn Sound, being 1010 at about twenty chains to the South from it. To have and to hold unto the said Mary Ann Tapper her heirs and assigns, absolutely her sole and separate use and the said Tapper now memorialized contains covenants by the said Andrew Scott Moore for title and Protection after which said Indenture, as to the execution thereof by the said Andrew Scott Moore is witnessed by Manwood Bateson Shipping Agent of Chapel Street Liverpool, and William Henry Quick Bookbinder 10, Cockburn Row Liverpool. This memorial is signed & sealed by the said Mary Ann Tapper in the said County of Lancashire and the said Andrew Scott Moore in the said County of Lancashire and the said Manwood Bateson in the said County of Lancashire and the said William Henry Quick in the said County of Lancashire.

Witnessed by the said

Signed and sealed in the

presence of

Witnesses

Witnesses

MEMORIAL XII. 134.

A Record of Mary Ann Abbs Tapper's Purchase of the property and a Description of its Boundaries, as they were on 28th February 1895.

X 11. 134
11.01.
22.5.95

Memorial

to be registered of an Indenture bearing date the twenty eighth day of February one thousand eight hundred and ninety five and made in pursuance of an act to facilitate the conveyance of Real Property between Andrew Scott Moore of Great Crosby Street Wirral Liverpool England of the one part and Mary Ann Tapper of Fremantle in the Colony of Western Australia the wife of John Tapper of the same place of the other part. Whereby in consideration of the sum of Three hundred and fifty five pounds paid by the said Mary Ann Tapper to the said Andrew Scott Moore. He said Andrew Scott Moore did grant to the said Mary Ann Tapper all that parcel of land containing three hundred and twenty acres or thereabouts and being in Cockburn Sound in the County of Lancashire and distinguished in the Maps and Books kept in the office of the Surveyor General of the said Colony as Cockburn Sound (Section 1902) bounded on the West by a line about forty chains in length extending true South or thereabouts from a round post three or four feet high in the angle of a Trench in the ground about twenty chains west from the South West corner of a shallow lake known to the aborigines as "Wallaby's" Sound and out of said line being at another round post about four feet high in the angle of a Trench (?) bounded on the South by a line about eighty chains in length extending true East or thereabouts from a post between two to a round stake about four feet high in the angle of a Trench (?) on the East by a line about forty chains in length extending true North or thereabouts from stake aforesaid to another similar

Co. 2nd
21-

14.6 PROPOSED NEW ROAD NAME - NGORT (PRONOUNCED "NORT") DRIVE, COCKBURN CENTRAL

Author(s) A Trosic

Attachments N/A

RECOMMENDATION

That Council endorse the new road name of Ngort Drive (pronounce Nort), for the neighbourhood connector road that will be delivered through the Cockburn Central North (Muriel Court) Structure Plan area, as part of the ongoing development of the area.

Background

The City has been asked to recommend a name for what will be a new road running through the Cockburn Central North (Muriel Court) Structure Plan area. This includes a current portion of Semple Court between North Lake Road and Thomas Street, but for the majority of its length it is a new neighbourhood connector road that structures the grid layout of Muriel Court.

The proposed name of Ngort Drive was referred to Elected Members for comment. As two submission were received not supporting the recommended name, the naming is required to be presented to Council for formal decision. In light of the explanation contained in this report, it is recommended that the new name of Ngort Drive be supported.

Submission

NA

Report

This portion of road is currently unconstructed and will not replace the existing section of Semple Court, north of Thomas Street/Anning Park through to Beeliar Drive. As per the approved structure plan, this section of Semple Court will remain in its current alignment north of Thomas Street. Ngort Drive will be the new road that connects ultimately between Berrigan Drive and North Lake Road. This is shown following:



In accordance with Council policy and delegation, the request is to be considered according to Council Policy APD88 – Geographic Naming, as well as the Geographic Names Landgate (“GNL”) Principles, Guidelines and Procedures document.

As required by the GNC policies and standards, road names should be appropriate to the physical, historical or cultural character of the area. Preference is given to the surrounding theme of the area, in particular flora or fauna native to the area, indigenous names, historical events associated with the area, early explorers or pioneers, and serving members who died during war service.

The GNC is committed to the promotion, preservation and restoration of Indigenous culture within Western Australia. This is acknowledged by a preference being given to Indigenous names where possible. The use of Indigenous names is encouraged and the collection and compilation of recorded Indigenous topographic names is supported. This is also consistent with the City’s Reconciliation Action Plan.

In accordance with the Council policy the City’s Aboriginal Reference Group has been consulted regarding a suitable name relating to the area, and they have recommended the name, Ngort, pronounced as “Nort”, similar to Ngarkal Beach, at Port Coogee, being translated more commonly as “Narkal”. In other words, the “g” is silent to non – Aboriginal for ease of reference purposes.

The recommended name, Ngort, is the aboriginal name for horse. This was chosen because of the “Horse Theme” which was used in the naming of other roads and streets in the Muriel Court area. Originally the name Ngort Bidi (Horse Trail or Path) was suggested by the Aboriginal Reference Group but Geographic Names Committee stated that Bidi was non-compliant as it was not included on the list of approved road types as per the Australian New Zealand Standard. Landgate supported the name Ngort and advised that the name should be Ngort Drive.

The other streets in the Cockburn Central Court Structure Plan area include: Semple (named after Joseph Semple, an early settler in the area and market gardener); Muriel (origin unknown); Kentucky (which refers to the Kentucky Derby, as the adjacent property was used to bred horses for many years); and Verna (origin unknown).

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Economic, Social & Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

Budget/Financial Implications

There are no specific financial implications associated with the naming request.

Legal Implications

NA

Community Consultation

Future road name requests are not subject to community consultation, rather the policy process is to advise Elected Members to ascertain whether any issues are held with the proposed name. In this case, the City received two responses not supporting the name, and accordingly are presenting this report to Council.

The issues raised was in response to the loss of the name Semple Court. As explained in the report, the name is not being lost; rather it is only the section south of Anning Park that will be renamed to Ngort

Drive. The majority of Semple Court will continue as it currently does north of Anning Park.

Risk Management Implications

Should the City not recommend a name, there is a risk that a name could be selected for it which is not considered to be appropriate.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

15. FINANCE & CORPORATE SERVICES DIVISION ISSUES

15.1 LIST OF PAYMENTS MADE FROM MUNICIPAL AND TRUST FUND - JANUARY 2019

Author(s)	N Mauricio
Attachments	1. Payments Summary - January 2019 ↓ 2. Payments Listing - January 2019 ↓

RECOMMENDATION

That Council receive the List of Payments made from the Municipal and Trust Funds for January 2019, as attached to the Agenda.

Background

Council has delegated its power to make payments from the Municipal or Trust fund to the CEO and other sub-delegates under LGAFCS4.

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid under this delegation to be prepared and presented to Council each month.

Submission

N/A

Report

A listing of payments made during January 2019 totalling \$17,303,849.86 is attached to the Agenda for review. Listed are the details for the 710 individual EFT payments made by the City for goods and services received, as well as summarised totals for credit card, payroll and bank fee payments. Any subsequently cancelled payments are also listed for completeness.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Ensure sound long term financial management and deliver value for money

Budget/Financial Implications

All payments made have been provided for within the City's annual budget as adopted and amended by Council.

Legal Implications

This item ensures compliance with S 6.10(d) of the *Local Government Act 1995* and Regulations 12 & 13 of the *Local Government (Financial Management) Regulations 1996*.

Community Consultation

N/A

Risk Management Implications

Council is receiving the list of payments already made by the City in meeting its contractual obligations. This is a statutory requirement and allows Council to review and question any payment made.

Advice to Proponent(s)/Submissioners

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

JANUARY PAYMENTS SUMMARY**CHEQUE PAYMENTS - Nil****ELECTRONIC FUNDS TRANSFER PAYMENT – 710**

EF118030– EF118739

CANCELLED PAYMENTS

EF117502
EF117531
EF117593
EF117576
EF118090
EF117590
EF118173

JANUARY PAYMENTS LISTING

MUNICIPAL & TRUST FUND

Payment Ref.	Account/Payee	Account No.	Date	\$Value
EF118030	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	2/01/2019	1,063.80
EF118031	10154	AUSTRALIAN TAXATION OFFICE PAYROLL DEDUCTIONS	2/01/2019	442,122.00
EF118032	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	2/01/2019	2,739.65
EF118033	10733	HOSPITAL BENEFIT FUND PAYROLL DEDUCTIONS	2/01/2019	57.45
EF118034	10944	MCLEODS LEGAL SERVICES	2/01/2019	340,000.00
EF118035	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU PAYROLL DEDUCTIONS	2/01/2019	123.00
EF118036	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	2/01/2019	491.60
EF118037	11860	455 CLUB PAYROLL DEDUCTIONS	2/01/2019	16.00
EF118038	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	2/01/2019	13,959.48
EF118039	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	2/01/2019	1,457.25
EF118040	22569	SONIC HEALTH PLUS PTY LTD MEDICAL SERVICES	2/01/2019	269.50
EF118041	25987	TOYOTA FLEET MANAGEMENT PAYROLL DEDUCTIONS - NOVATED LEASE	2/01/2019	608.14
EF118042	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	2/01/2019	1,478.30
EF118043	27645	DEPARTMENT OF THE ENVIRONMENT AND ENERGY GOVERNING BODY	2/01/2019	6,577.00
EF118044	99997	SINTA NG CPA 50% CONTRIBUTION INV 101669623	2/01/2019	360.00
EF118045	99997	GIDEON DANNY SANTOSO CPA 50% CONTRIBUTION INV-101660442	2/01/2019	360.00
EF118046	99997	ADAM CARTER HARRIS REIMBURSEMENT OF FEES - ADAM HARRIS	2/01/2019	403.00
EF118047	99997	MJ CHAMPION REIMBURSEMENT NETWORKING FUNCTION - M CH	2/01/2019	100.00
EF118048	99997	ATO DIRECT CREDIT ACCOUNT PRN 553008815187106921 - A AUSTEN	2/01/2019	1,148.00
EF118049	99997	DEPARTMENT OF JUSTICE OPERATING ACCOUNT 29985 - FER - EFT	2/01/2019	2,583.25
EF118050	99997	ATO DIRECT CREDIT ACCOUNT UNDERGRADUATE CONTRIBUTION - AMANDA SYMM	2/01/2019	861.00
EF118051	99997	MICHAL CALLISTER REIMBURSEMENT CLAIM - M CALLISTER	2/01/2019	189.62
EF118052	11741	WESTERN AUSTRALIAN TREASURY CORPORATION LOAN REPAYMENTS	7/01/2019	1,546,000.00
EF118053	99997	FDC FDC PAYMENT WE 30/12/18	3/01/2019	47,358.90
EF118054	99997	IHC IHC PAYMENT WE 30/12/18	3/01/2019	21,899.30
EF118055	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	8/01/2019	1,227.55
EF118056	99997	MICHAEL NOBLE COMPOST BIN REBATE JESSICA NOBLE	8/01/2019	50.00
EF118057	99997	DAVID RAVLICH INDIVIDUAL SPONSORSHIP - INTERNATIONAL D	8/01/2019	800.00
EF118058	99997	CSDA OFFICIAL DEPARTMENTAL RECEIPTS AND DOC 180090122 CENTREPAY	8/01/2019	267.30
EF118059	99997	TOM & OLIMPIA CULLITY BOAT PEN FEE REFUND	8/01/2019	3,502.00
EF118060	99997	PETER M JAMIESON BOAT PEN FEE REFUND	8/01/2019	4,435.00
EF118061	10244	BUILDING & CONST INDUSTRY TRAINING FUND LEVY PAYMENT	10/01/2019	39,708.35
EF118062	10484	DEPT OF MINERALS & ENERGY INDUSTRY REGULATION AND SAFETY	10/01/2019	51,438.98
EF118063	10747	IINET LIMITED INTERNET SERVICES	14/01/2019	1,303.32
EF118064	11758	WATER CORP UTILITY ACCOUNT ONLY - PLEASE REFER TO 11760 WHEN RAISING PO WATER USAGE / SUNDRY CHARGES	14/01/2019	16,111.15
EF118065	11760	WATER CORPORATION	14/01/2019	167,523.94

EF118066	10152	SEWER EASEMENT AUST SERVICES UNION PAYROLL DEDUCTIONS	14/01/2019	1,063.80
EF118067	10154	AUSTRALIAN TAXATION OFFICE PAYROLL DEDUCTIONS	14/01/2019	444,073.00
EF118068	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	14/01/2019	2,200.58
EF118069	10733	HOSPITAL BENEFIT FUND PAYROLL DEDUCTIONS	14/01/2019	57.45
EF118070	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU PAYROLL DEDUCTIONS	14/01/2019	123.00
EF118071	11794	SYNERGY ELECTRICITY USAGE/SUPPLIES	14/01/2019	270,335.40
EF118072	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	14/01/2019	488.00
EF118073	11860	45S CLUB PAYROLL DEDUCTIONS	14/01/2019	16.00
EF118074	16396	MAYDAY EARTHMOVING ROAD CONSTRUCTION MACHINE HIRE	14/01/2019	28,665.45
EF118075	17553	ALTUS TRAFFIC PTY LTD TRAFFIC CONTROL SERVICES	14/01/2019	792.00
EF118076	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	14/01/2019	13,959.48
EF118077	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	14/01/2019	1,452.75
EF118078	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD FUEL SUPPLIES	14/01/2019	33,891.55
EF118079	25987	TOYOTA FLEET MANAGEMENT PAYROLL DEDUCTIONS - NOVATED LEASE	14/01/2019	608.14
EF118080	26610	TRACC CIVIL PTY LTD CIVIL CONSTRUCTION	14/01/2019	541,222.09
EF118081	27277	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION QUARTERLY LAND FILL LEVY	14/01/2019	1,550.60
EF118082	88888	MR GREG MACLOU BOND REFUND	14/01/2019	5,137.09
EF118083	88888	GUY DAMIANO BOND REFUND	14/01/2019	40.00
EF118084	88888	MELISSA SIMON BOND REFUND	14/01/2019	150.00
EF118085	88888	CRAIG MCKECHNIE BOND REFUND	14/01/2019	475.00
EF118086	88888	MAURICE DE CANDIA BOND REFUND	14/01/2019	100.00
EF118087	88888	LE GROVE LANDSCAPING PTY LTD BOND REFUND	14/01/2019	7,769.95
EF118088	99996	MICHELLE COHEN RATES REFUND	14/01/2019	30.00
EF118089	99996	NICOLE BENNETT RATES REFUND	14/01/2019	15.00
EF118090	99996	REBECCA TIBBELS RATES REFUND	14/01/2019	150.00
EF118091	99996	ROSEMARY ANNE GOUVEIA RATES REFUND	14/01/2019	100.00
EF118092	99996	SL JOHNS RATES REFUND	14/01/2019	9.73
EF118093	99996	MICHELLE MORTON RATES REFUND	14/01/2019	882.62
EF118094	99996	JULIE-ANN GILBERT RATES REFUND	14/01/2019	283.90
EF118095	99996	OFFICE OF STATE REVENUE RATES REFUND	14/01/2019	114.87
EF118096	99996	BERNADETTE PINTO RATES REFUND	14/01/2019	328.23
EF118097	99996	BASILIO SCARVACI RATES REFUND	14/01/2019	1,199.16
EF118098	99996	CARYN LEIGH JONES RATES REFUND	14/01/2019	462.00
EF118099	99996	ELYSE JACKSON RATES REFUND	14/01/2019	1,988.84
EF118100	99996	FRASERS PROPERTY GROUP RATES REFUND	14/01/2019	1,008.14
EF118101	99996	MACIEJ BENDLIN RATES REFUND	14/01/2019	658.07
EF118102	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	15/01/2019	1,933.45
EF118103	10535	WORKPOWER INCORPORATED EMPLOYMENT SERVICES - PLANTING	15/01/2019	10,066.21

EF118104	10814	JR & A HERSEY PTY LTD	15/01/2019	940.94
		SAFETY CLOTHING SUPPLIES		
EF118105	10938	MAXWELL ROBINSON & PHELPS	15/01/2019	2,527.12
		PEST & WEED MANAGEMENT		
EF118106	10944	MCLEODS	15/01/2019	3,450.20
		LEGAL SERVICES		
EF118107	11036	NORTHLAKE ELECTRICAL	15/01/2019	132.00
		ELECTRICAL SERVICES		
EF118108	11208	QUICK CORPORATE AUSTRALIA PTY LTD	15/01/2019	593.53
		STATIONERY/CONSUMABLES		
EF118109	11483	ST JOHN AMBULANCE AUST WA OPERATIONS	15/01/2019	123.00
		FIRST AID COURSES		
EF118110	11557	TECHNOLOGY ONE LTD	15/01/2019	3,051.63
		IT CONSULTANCY SERVICES		
EF118111	11625	TOTAL EDEN PTY LTD	15/01/2019	12,939.72
		RETICULATION SUPPLIES		
EF118112	11873	WATTLEUP TRACTORS	15/01/2019	123,387.00
		HARDWARE SUPPLIES		
EF118113	12207	CIVICA PTY LTD	15/01/2019	4,588.10
		SOFTWARE SUPPORT/LICENCE FEES		
EF118114	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT	15/01/2019	992.00
		TRAINING SERVICES		
EF118115	15850	ECOSCAPE	15/01/2019	1,888.70
		ENVIRONMENTAL CONSULTANCY		
EF118116	16064	CMS ENGINEERING PTY LTD	15/01/2019	270.56
		AIRCONDITIONING SERVICES		
EF118117	17279	AUSSIE COOL SHADES	15/01/2019	3,984.00
		SHADE SAILS & AWNINGS		
EF118118	18611	PERTH REGION NRM INC	15/01/2019	5,500.00
		NATURAL RESOURCE MGT SERVICES		
EF118119	19502	WORLEYPARSONS SERVICES PTY LTD	15/01/2019	3,324.20
		ENGINEERING CONSULTANCY SERVICES		
EF118120	20236	PROTECTION 1 PTY LTD	15/01/2019	49.50
		SECURITY SYSTEMS/SERVICES		
EF118121	21120	SHOREWATER MARINE PTY LTD	15/01/2019	4,224.00
		MARINE CONSTRUCTION SERVICES		
EF118122	21294	CAT HAVEN	15/01/2019	825.00
		ANIMAL SERVICES		
EF118123	21697	ICT EXPRESS PTY LTD	15/01/2019	2,546.50
		CONSULTANCY SERVICES - IT		
EF118124	21744	JB HI FI - COMMERCIAL	15/01/2019	2,282.00
		ELECTRONIC EQUIPMENT		
EF118125	22106	INTELLIFE GROUP	15/01/2019	3,872.92
		SERVICES - DAIP		
EF118126	22613	VICKI ROYANS	15/01/2019	450.00
		ARTISTIC SERVICES		
EF118127	22681	ABBIEY BLINDS & CURTAINS	15/01/2019	11,930.60
		BLINDS		
EF118128	22682	BEAVER TREE SERVICES PTY LTD	15/01/2019	6,803.27
		TREE PRUNING SERVICES		
EF118129	23253	KOTT GUNNING	15/01/2019	4,620.00
		LEGAL SERVICES		
EF118130	23817	ARUP PTY LTD	15/01/2019	10,474.75
		CONSULTANCY-ENG,PLANNING,DESIGN		
EF118131	24748	PEARMAN'S ELECTRICAL & MECHANICAL SERVICES P/L	15/01/2019	94.20
		ELECTRICAL SERVICES		
EF118132	25713	DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST	15/01/2019	216.92
		PRINTING SERVICES		
EF118133	25813	LG CONNECT PTY LTD	15/01/2019	4,125.00
		ERP SYSTEMS DEVELOPMENT		
EF118134	26020	GRANT ELEVATORS	15/01/2019	1,980.00
		LIFT MAINTENANCE		
EF118135	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE	15/01/2019	4,928.00
		TURF & LANDSCAPE MAINTENANCE		
EF118136	26359	WILSON SECURITY	15/01/2019	204,984.33
		SECURITY SERVICES		
EF118137	26442	BULLANT SECURITY PTY LTD KEY WEST LOCK SERVICE & SALES	15/01/2019	595.77
		LOCKSMITH & SECURITY SERVICES		
EF118138	26500	MINERAL HAULAGE & EARTHMOVING	15/01/2019	5,995.00
		EARTHMOVING SERVICES		
EF118139	26606	ENVIRO INFRASTRUCTURE PTY LTD	15/01/2019	7,614.31
		CONSTRUCTION& FABRICATION		
EF118140	26614	MARKETFORCE PTY LTD	15/01/2019	143.00
		ADVERTISING		
EF118141	26664	THE INCREDIBLE GROUP	15/01/2019	2,794.00
		HIRING OF FUNCTION/PARTY EQUIP		
EF118142	26822	CSE CROSSCOM PTY LTD	15/01/2019	1,331.00

EF118143	26898	COMMUNICATION EQUIPMENT SPANDEX ASIA PACIFIC PTY LTD SIGNAGE SUPPLIER	15/01/2019	165.11
EF118144	26917	CIRRUS NETWORKS PTY LTD IT NETWORK & TELEPHONY SERVICES	15/01/2019	16,177.66
EF118145	26938	MAJESTIC PLUMBING PLUMBING SERVICES	15/01/2019	469.24
EF118146	26984	COMMERCIAL AQUATICS AUSTRALIA PTY LTD POOL EQUIPMENT	15/01/2019	500.01
EF118147	27011	BAILEYS MARINE FUEL AUSTRALIA FUEL	15/01/2019	17.84
EF118148	27026	FIRST ACTION PTY LTD EMERGENCY MANAGEMENT SOLUTIONS	15/01/2019	2,094.40
EF118149	27027	FRIG TECH WA REFRIDGERATION SERVICES	15/01/2019	437.25
EF118150	27034	ADELBY PTY LTD FIREBREAK CONSTRUCTION	15/01/2019	574.20
EF118151	27154	SUEZ RECYCLING & RECOVERY PTY LTD WASTE SERVICES	15/01/2019	18,829.48
EF118152	27215	METAL WORKS PERTH SIGNAGE	15/01/2019	1,292.50
EF118153	27237	LOBEL EVENTS EVENT LIGHTING	15/01/2019	9,312.93
EF118154	27371	AFFIRMATIVE GROUP 3 PAVING SERVICES	15/01/2019	1,265.00
EF118155	27396	ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY NEWSPAPER DELIVERY	15/01/2019	238.25
EF118156	27423	MECHANICAL PROJECT SERVICES PTY LTD AIRCONDITIONING SERVICES	15/01/2019	47,868.70
EF118157	27455	SITE PROTECTIVE SERVICES CCTV PARTS	15/01/2019	23,953.05
EF118158	27512	AGENT SALES & SERVICES PTY LTD POOL CHEMICALS	15/01/2019	572.00
EF118159	27518	KYOCERA DOCUMENT SOLUTIONS AUSTRALIA PTY LTD PHOTOCOPYING MACHINES	15/01/2019	4,362.51
EF118160	27595	AGE DEVELOPMENTS PTY LTD GEOTHERMAL	15/01/2019	13,156.00
EF118161	27610	ROCKWATER PTY LTD HYDROGEOLOGICAL CONSULTANCY	15/01/2019	2,398.00
EF118162	27628	FITNESS AUSTRALIA LIMITED REGISTRATION & ADVOCACY	15/01/2019	2,995.00
EF118163	27647	WHITNEY RT & JF (T/AS OLD MACDONALD'S TRAVELLING FARMS WA SO ENTERTAINMENT - FARM ANIMALS	15/01/2019	484.00
EF118164	99997	FDC	17/01/2019	55,743.59
EF118165	99997	FDC PAYMENT WE 13/01/2019 IHC	18/01/2019	27,378.83
EF118166	12740	IHC PAYMENT WE 13/01/2019 MAYOR LOGAN HOWLETT	22/01/2019	166.53
EF118167	26696	MONTHLY COUNCILLOR ALLOWANCE CHAMONIX TERBLANCHE	22/01/2019	1,147.58
EF118168	26810	MONTHLY COUNCILLOR ALLOWANCE RMSS	22/01/2019	34,027.12
EF118169	26987	SOFTWARE CTI RISK MANAGEMENT	22/01/2019	1,754.55
EF118170	27600	SECURITY - CASH COLLECTION PRO SOUND PRODUCTIONS PTY LTD	22/01/2019	32,966.50
EF118171	99997	AUDIOVISUAL AND ACOUSTICS CATHERINE ZHOYA-LARBIOSE	22/01/2019	400.00
EF118172	99997	SASHA ZHOYA - JUNIOR SPORT TRAVEL ASSIS. JESSICA HASSNER	22/01/2019	500.00
EF118173	99997	WATERWISE 37 BLUE MOUNTAIN CCT ATO DIRECT CREDIT ACCOUNT	22/01/2019	1,148.00
EF118174	27277	UNDERGRADE CONTRIBUTION - TRISTAN FAZIO DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	29/01/2019	930,767.74
EF118175	27492	QUARTERLY LAND FILL LEVY SUPERCHOICE SERVICES PTY LIMITED	17/01/2019	542,062.47
EF118176	10152	PAYROLL DEDUCTIONS AUST SERVICES UNION	29/01/2019	1,063.80
EF118177	10154	PAYROLL DEDUCTIONS AUSTRALIAN TAXATION OFFICE	29/01/2019	434,121.00
EF118178	10305	PAYROLL DEDUCTIONS CHILD SUPPORT AGENCY	29/01/2019	2,200.58
EF118179	10733	PAYROLL DEDUCTIONS HOSPITAL BENEFIT FUND	29/01/2019	57.45
EF118180	11001	PAYROLL DEDUCTIONS LOCAL GOVERNMENT RACING & CEMETERIES EMPLOYEES UNION LGRCEU	29/01/2019	102.50

EF118181	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	29/01/2019	484.80
EF118182	11860	455 CLUB PAYROLL DEDUCTIONS	29/01/2019	16.00
EF118183	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	29/01/2019	13,799.48
EF118184	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	29/01/2019	1,452.75
EF118185	25987	TOYOTA FLEET MANAGEMENT PAYROLL DEDUCTIONS - NOVATED LEASE	29/01/2019	608.14
EF118186	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	29/01/2019	1,710.95
EF118187	10010	AAC ID SOLUTIONS SECURITY & PROMOTIONAL PRODUCTS	31/01/2019	2,350.00
EF118188	10031	ADVANCED SPATIAL TECHNOLOGIES PTY LTD SOFTWARE MAINTENANCE & SUPPORT	31/01/2019	3,102.00
EF118189	10035	ADVENTURE WORLD ENTERTAINMENT SERVICES	31/01/2019	2,069.00
EF118190	10058	ALSCO PTY LTD HYGIENE SERVICES/SUPPLIES	31/01/2019	5,530.24
EF118191	10091	ASLAB PTY LTD ASPHALTING SERVICES/SUPPLIES	31/01/2019	1,342.40
EF118192	10097	BLACKWOODS ATKINS ENGINEERING SUPPLIES	31/01/2019	1,989.50
EF118193	10118	AUSTRALIA POST POSTAGE CHARGES	31/01/2019	30,388.72
EF118194	10160	DORMA AUSTRALIA PTY LTD AUTOMATIC DOOR SERVICES	31/01/2019	21,729.38
EF118195	10170	MACRI PARTNERS AUDITING SERVICES	31/01/2019	2,530.00
EF118196	10201	BIG W DISCOUNT STORES VARIOUS SUPPLIES	31/01/2019	97.25
EF118197	10206	BOB COOPER OUTBACK SURVIVAL PTY LTD REPAIRS/MAINTENANCE SERVICES	31/01/2019	385.00
EF118198	10207	BOC GASES GAS SUPPLIES	31/01/2019	1,118.42
EF118199	10219	BOUSFIELDS MENSWEAR CLOTHING SUPPLIES	31/01/2019	390.00
EF118200	10221	BP AUSTRALIA PTY LTD DIESEL/PETROL SUPPLIES	31/01/2019	24,490.50
EF118201	10226	BRIDGESTONE AUSTRALIA LTD TYRE SERVICES	31/01/2019	34,033.10
EF118202	10239	BUDGET RENT A CAR - PERTH MOTOR VEHICLE HIRE	31/01/2019	1,280.00
EF118203	10246	BUNNINGS BUILDING SUPPLIES PTY LTD HARDWARE SUPPLIES	31/01/2019	2,762.80
EF118204	10255	CABCHARGE AUSTRALIA PTY LTD CABCHARGES	31/01/2019	1,289.24
EF118205	10256	CABLE LOCATES & CONSULTING LOCATING SERVICES	31/01/2019	939.95
EF118206	10326	CITY OF GOSNELLS REPLACEMENT OF LIBRARY SUPPLIES / LSL	31/01/2019	2,502.44
EF118207	10333	CJD EQUIPMENT PTY LTD HARDWARE SUPPLIES	31/01/2019	648.71
EF118208	10346	COATES HIRE OPERATIONS PTY LTD EQUIPMENT HIRING SERVICES	31/01/2019	281.93
EF118209	10359	COCKBURN PAINTING SERVICE PAINTING SUPPLIES/SERVICES	31/01/2019	10,048.50
EF118210	10368	COCKBURN WETLANDS EDUCATION CENTRE COMMUNITY GRANT	31/01/2019	1,190.00
EF118211	10375	VEOLIA ENVIRONMENTAL SERVICES WASTE SERVICES	31/01/2019	12,140.87
EF118212	10384	PROGILITY PTY LTD COMMUNICATION SERVICES	31/01/2019	1,650.00
EF118213	10425	CREATING COMMUNITIES AUSTRALIA PTY LTD CONSULTANCY SERVICES - COMMUNITY	31/01/2019	8,723.41
EF118214	10456	DATANET PTY LTD SOFTWARE MODIFICATIONS	31/01/2019	956.34
EF118215	10483	LANDGATE MAPPING/LAND TITLE SEARCHES	31/01/2019	7,940.38
EF118216	10526	E & MJ ROSHER PTY LTD MOWER EQUIPMENT	31/01/2019	3,837.90
EF118217	10528	EASIFLEET VEHICLE LEASE	31/01/2019	1,798.63
EF118218	10535	WORKPOWER INCORPORATED EMPLOYMENT SERVICES - PLANTING	31/01/2019	18,810.44
EF118219	10537	EDUCATIONAL ART SUPPLIES CO	31/01/2019	683.87

EF118220	10573	ART/CRAFT SUPPLIES FAIRBRIDGE WESTERN AUSTRALIA INC	31/01/2019	990.00
EF118221	10580	OUTDOOR RECREATION SERVICES FC COURIERS	31/01/2019	1,657.73
EF118222	10590	COURIER SERVICES DEPARTMENT OF FIRE AND EMERGENCY SERVICES	31/01/2019	20,996.32
EF118223	10597	ESL LEVY & RELATED COSTS FLEXI STAFF PTY LTD	31/01/2019	40,027.16
EF118224	10611	EMPLOYMENT SERVICES FORPARK AUSTRALIA	31/01/2019	20,586.50
EF118225	10655	PLAYGROUND EQUIPMENT GHD PTY LTD	31/01/2019	26,137.32
EF118226	10679	CONSULTANCY SERVICES GRASSTREES AUSTRALIA	31/01/2019	1,276.00
EF118227	10726	PLANTS & PLANTING SERVICES HOLTON CONNOR ARCHITECTS & PLANNERS	31/01/2019	11,800.25
EF118228	10732	ARCHITECTURAL SERVICES HORIZONS WEST BUS & COACHLINES	31/01/2019	610.50
EF118229	10791	TRANSPORTATION SERVICES JASMAN ENTERPRISES PTY LTD	31/01/2019	267.45
EF118230	10814	HIGH PRESSURE CLEANING JR & A HERSEY PTY LTD	31/01/2019	1,524.16
EF118231	10866	SAFETY CLOTHING SUPPLIES LANDCORP	31/01/2019	916.66
EF118232	10872	COCKBURN CENTRAL WEST - AGREEMENT LAWN DOCTOR	31/01/2019	13,574.00
EF118233	10879	TURF MAINTENANCE SERVICES LES MILLS AEROBICS	31/01/2019	1,676.83
EF118234	10888	INSTRUCTION/TRAINING SERVICES LJ CATERERS	31/01/2019	2,163.59
EF118235	10912	CATERING SERVICES M2 TECHNOLOGY PTY LTD	31/01/2019	396.00
EF118236	10913	MESSAGING SERVICES BUCHER MUNICIPAL PTY LTD	31/01/2019	6,091.21
EF118237	10938	PURCHASE OF NEW PLANT / REPAIR SERVICES MAXWELL ROBINSON & PHELPS	31/01/2019	1,005.19
EF118238	10942	PEST & WEED MANAGEMENT MCGEES PROPERTY	31/01/2019	11,935.00
EF118239	10944	PROPERTY CONSULTANCY SERVICES MCLEODS	31/01/2019	16,707.93
EF118240	10991	LEGAL SERVICES BEACON EQUIPMENT	31/01/2019	2,233.90
EF118241	11004	MOWING EQUIPMENT MURDOCH UNIVERSITY OFFICE OF FINANCE, PLANNING & REPORTING	31/01/2019	569.80
EF118242	11022	ANALYSING SERVICES NATIVE ARC	31/01/2019	660.00
EF118243	11028	GRANTS & DONATIONS NEVERFAIL SPRINGWATER LTD	31/01/2019	1,034.12
EF118244	11036	BOTTLED WATER SUPPLIES NORTHLAKE ELECTRICAL	31/01/2019	47,575.68
EF118245	11039	ELECTRICAL SERVICES NOVUS AUTO GLASS	31/01/2019	381.50
EF118246	11077	WINDSCREEN REPAIR SERVICES P & G BODY BUILDERS PTY LTD	31/01/2019	1,843.05
EF118247	11112	PLANT BODY BUILDING SERVICES PERTH AIRPORT MUNICIPALITIES GROUP	31/01/2019	500.00
EF118248	11182	MEMBERSHIP RENEWAL PREMIUM BRAKE & CLUTCH SERVICE	31/01/2019	8,340.53
EF118249	11205	BRAKE SERVICES QUALITY TRAFFIC MANAGEMENT PTY LTD	31/01/2019	18,638.43
EF118250	11208	TRAFFIC CONTROL SERVICES QUICK CORPORATE AUSTRALIA PTY LTD	31/01/2019	9,240.08
EF118251	11244	STATIONERY/CONSUMABLES RESEARCH SOLUTIONS PTY LTD	31/01/2019	240.92
EF118252	11248	RESEARCH SERVICES RICOH AUSTRALIA	31/01/2019	336.29
EF118253	11304	OFFICE EQUIPMENT SANAX MEDICAL & FIRST AID SUPPLIES	31/01/2019	1,923.50
EF118254	11307	MEDICAL SUPPLIES SATELLITE SECURITY SERVICES PTY LTD	31/01/2019	485.00
EF118255	11308	SECURITY SERVICES BOSS INDUSTRIAL FORMALLY SBA SUPPLIES	31/01/2019	2,655.68
EF118256	11331	HARDWARE SUPPLIES SHAWMAC PTY LTD	31/01/2019	1,364.00
EF118257	11334	CONSULTANCY SERVICES - CIVIL SHENTON ENTERPRISES PTY LTD	31/01/2019	13,306.78
		POOL EQUIPMENT/SERVICES		

EF118258	11337	SHERIDAN'S FOR BADGES NAME BADGES & ENGRAVING	31/01/2019	3,473.08
EF118259	11361	SIGMA CHEMICALS PTY LTD CHEMICAL SUPPLIES	31/01/2019	1,991.09
EF118260	11425	SOUTHERN METROPOLITAN REGIONAL COUNCIL WASTE DISPOSAL GATE FEES	31/01/2019	824,951.49
EF118261	11434	SOUTHSIDE MITSUBISHI MOTOR VEHICLE PURCHASE	31/01/2019	35,408.30
EF118262	11459	SPEARWOOD VETERINARY HOSPITAL VETERINARY SERVICES	31/01/2019	139.50
EF118263	11483	ST JOHN AMBULANCE AUST WA OPERATIONS FIRST AID COURSES	31/01/2019	2,615.60
EF118264	11496	STANLEE HOSPITALITY SUPPLIES CATERING EQUIPMENT/SUPPLIES	31/01/2019	381.15
EF118265	11502	STATE LAW PUBLISHER ADVERTISING SERVICES	31/01/2019	400.95
EF118266	11557	TECHNOLOGY ONE LTD IT CONSULTANCY SERVICES	31/01/2019	7,583.40
EF118267	11619	TITAN FORD PURCHASE OF VEHICLES & SERVICING	31/01/2019	30,162.28
EF118268	11625	TOTAL EDEN PTY LTD RETICULATION SUPPLIES	31/01/2019	18,865.84
EF118269	11632	TOWN OF BASSENDEAN YOUTH SERVICES	31/01/2019	3,770.33
EF118270	11635	TOWN OF KWINANA CONTRIBUTION TO LSL & ADVERTISING	31/01/2019	829.55
EF118271	11651	TREE WATERING SERVICES TREE WATERING SERVICES	31/01/2019	62,448.00
EF118272	11657	TRUCKLINE PARTS CENTRES AUTOMOTIVE SPARE PARTS	31/01/2019	274.83
EF118273	11667	TURFMASTER FACILITY MANAGEMENT TURF & MOWING SERVICES	31/01/2019	90,940.30
EF118274	11684	UNIVERSITY OF WESTERN AUSTRALIA EDUCATIONAL/RESEARCH SERVICES	31/01/2019	4,180.00
EF118275	11699	VERNON DESIGN GROUP ARCHITECTURAL SERVICES	31/01/2019	2,079.00
EF118276	11701	VIBRA INDUSTRIAL FILTRATION A/ASIA FILTER SUPPLIES	31/01/2019	495.88
EF118277	11702	VILLA DALMACIA ASSOCIATION INC. SPCIAL CLUB ACTIVITIES	31/01/2019	700.00
EF118278	11708	VITAL PACKAGING PTY LTD PACKAGING SUPPLIES	31/01/2019	8,302.80
EF118279	11722	WA HINO SALES & SERVICE PURCHASE OF NEW TRUCKS / MAINTENANCE	31/01/2019	4,143.25
EF118280	11726	WA LIMESTONE LIMESTONE SUPPLIES	31/01/2019	18,113.74
EF118281	11773	WESFARMERS LANDMARK LIMITED CHEMICAL SUPPLIES	31/01/2019	5,159.00
EF118282	11787	DEPT OF TRANSPORT VEHICLE SEARCH FEES	31/01/2019	135.90
EF118283	11789	WALGA ADVERTISING/TRAINING SERVICES	31/01/2019	130.00
EF118284	11793	WESTERN IRRIGATION PTY LTD IRRIGATION SERVICES/SUPPLIES	31/01/2019	18,616.34
EF118285	11795	WESTERN POWER STREET LIGHTING INSTALLATION & SERVICE	31/01/2019	20,700.00
EF118286	11806	WESTRAC PTY LTD REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	31/01/2019	3,613.68
EF118287	11835	WURTH AUSTRALIA PTY LTD HARDWARE SUPPLIES	31/01/2019	687.23
EF118288	11854	ZIPFORM PRINTING SERVICES	31/01/2019	3,916.94
EF118289	11873	WATTLEUP TRACTORS HARDWARE SUPPLIES	31/01/2019	1,043.65
EF118290	12014	TUTT BRYANT EQUIPMENT BT EQUIPMENT PTY LTD T/AS EXCAVATING/EARTHMOVING EQUIPMENT	31/01/2019	10,302.95
EF118291	12018	O'CONNOR LAWNMOWER & CHAINSAW CENTRE MOWING EQUIPMENT/PARTS/SERVICES	31/01/2019	786.00
EF118292	12028	CITY OF ARMADALE ANIMAL DISPOSAL SERVICES	31/01/2019	95.51
EF118293	12153	HAYS PERSONNEL SERVICES PTY LTD EMPLOYMENT SERVICES	31/01/2019	14,531.95
EF118294	12193	SAGE CONSULTING ENGINEERS P/L CONSULTANCY SERVICES - LIGHTING	31/01/2019	32,296.00
EF118295	12394	MP ROGERS & ASSOCIATES PTY LTD CONSULTANCY SERVICES - MARINE	31/01/2019	9,935.52
EF118296	12565	SOUTHERN METRO REGIONAL COUNCIL - LOANS	31/01/2019	25,254.93

		LOAN REPAYMENT		
EF118297	12589	AUSTRALIAN INSTITUTE OF MANAGEMENT TRAINING SERVICES	31/01/2019	992.00
EF118298	12656	COOGEE BEACH SURF LIFESAVING CLUB INC	31/01/2019	42.00
EF118299	13037	POORE GROVE SLSC DEVELOPMENT COSTS		
		PPCA LTD	31/01/2019	3,458.00
		LICENCE FEE - SOUND & MUSIC		
EF118300	13043	DEPARTMENT OF EDUCATION	31/01/2019	461.60
		RECOUP LEGAL FEES		
EF118301	13056	CLEANDUSTRIAL SERVICES PTY LTD	31/01/2019	89,396.22
		CLEANING SERVICES		
EF118302	13393	SOUTH WEST GROUP	31/01/2019	59,790.50
		CONTRIBUTIONS		
EF118303	13462	ATI-MIRAGE PTY LTD	31/01/2019	544.50
		TRAINING SERVICES		
EF118304	13563	GREEN SKILLS INC	31/01/2019	27,612.68
		EMPLOYMENT SERVICES		
EF118305	13670	HISCO PTY LTD	31/01/2019	553.50
		HOSPITALITY SUPPLIES		
EF118306	13671	WINC AUSTRALIA PTY LTD	31/01/2019	726.40
		OFFICE/STATIONERY SUPPLIES		
EF118307	13860	KRS CONTRACTING	31/01/2019	5,407.60
		WASTE COLLECTION SERVICES		
EF118308	13998	AIR & POWER PTY LTD	31/01/2019	690.58
		MECHANICAL PARTS		
EF118309	14350	BAILEYS FERTILISERS	31/01/2019	6,195.78
		FERTILISER SUPPLIES		
EF118310	14631	WASTE GAS RESOURCES PTY LTD	31/01/2019	1,431.95
		POWER GENERATION		
EF118311	15270	ART FROM THE HEART PRODUCTIONS PTY LTD	31/01/2019	500.00
		SINGING WORKSHOPS		
EF118312	15271	PLE COMPUTERS PTY LTD PLE CORPORATE IT	31/01/2019	285.51
		COMPUTER HARDWARE		
EF118313	15393	STRATAGREEN	31/01/2019	465.32
		HARDWARE SUPPLIES		
EF118314	15588	NATURAL AREA HOLDINGS PTY LTD	31/01/2019	21,778.97
		WEED SPRAYING		
EF118315	15609	CATALYSE PTY LTD	31/01/2019	12,100.00
		CONSULTANCY SERVICES		
EF118316	15746	WESTERN AUSTRALIA POLICE SERVICE	31/01/2019	63.60
		POLICE CLEARANCES		
EF118317	15786	AD ENGINEERING INTERNATIONAL PTY LTD	31/01/2019	534.05
		SIGNS - ELECTRONIC		
EF118318	15850	ECOSCAPE	31/01/2019	998.25
		ENVIRONMENTAL CONSULTANCY		
EF118319	16064	CMS ENGINEERING PTY LTD	31/01/2019	4,624.67
		AIRCONDITIONING SERVICES		
EF118320	16107	WREN OIL	31/01/2019	49.50
		WASTE DISPOSAL SERVICES		
EF118321	16384	BULL MOTOR BODIES	31/01/2019	132.00
		MOTOR BODIES		
EF118322	16396	MAYDAY EARTHMOVING	31/01/2019	12,886.50
		ROAD CONSTRUCTION MACHINE HIRE		
EF118323	16510	LLOYD GEORGE ACOUSTICS PTY LTD	31/01/2019	2,733.50
		CONSULTANCY SERVICES - ACOUSTIC		
EF118324	16653	COMPLETE PORTABLES PTY LTD	31/01/2019	305.36
		SUPPLY & HIRE OF MODULAR BUILDINGS		
EF118325	16846	ACTION GLASS & ALUMINIUM	31/01/2019	18,278.21
		GLAZING SERVICES		
EF118326	16894	TREBLEX INDUSTRIAL PTY LTD	31/01/2019	1,666.50
		CHEMICALS - AUTOMOTIVE		
EF118327	16985	WA PREMIX	31/01/2019	13,249.72
		CONCRETE SUPPLIES		
EF118328	17279	AUSSIE COOL SHADES	31/01/2019	18,678.00
		SHADE SAILS & AWNINGS		
EF118329	17471	PIRTEK (FREMANTLE) PTY LTD	31/01/2019	4,213.12
		HOSES & FITTINGS		
EF118330	17555	MAIA FINANCIAL PTY LTD	31/01/2019	187,712.37
		EQUIPMENT LEASE PAYMENTS		
EF118331	17600	ERECTIONS (WA)	31/01/2019	4,048.00
		GUARD RAILS		
EF118332	17608	NU-TRAC RURAL CONTRACTING	31/01/2019	9,941.28
		BEACH CLEANING/FIREBREAK CONSTRUCTION		
EF118333	17827	NILSEN (WA) PTY LTD	31/01/2019	12,187.90
		ELECTRICAL SERVICES		
EF118334	18126	DELL AUSTRALIA PTY LTD	31/01/2019	27,691.47
		COMPUTER HARDWARE		

EF118335	18203	NATSYNC ENVIRONMENTAL	31/01/2019	3,663.00
		PEST CONTROL		
EF118336	18272	AUSTRACLEAR LIMITED	31/01/2019	77.65
		INVESTMENT SERVICES		
EF118337	18695	MYAREE CRANE HIRE	31/01/2019	363.00
		CRANE HIRE		
EF118338	18734	P & R EDWARDS	31/01/2019	455.00
		ENTERTAINMENT SERVICES		
EF118339	18962	SEALANES (1985) P/L	31/01/2019	1,738.29
		CATERING SUPPLIES		
EF118340	19097	AFFAIR WITH FLAIR	31/01/2019	1,520.20
		HIRE OF PARTY DECORATIONS		
EF118341	19288	ROTARY CLUB OF COCKBURN INC	31/01/2019	3,500.00
		DONATION		
EF118342	19446	ENVISIONWARE PTY LTD	31/01/2019	17,380.00
		SOFTWARE		
EF118343	19500	PLAN E	31/01/2019	2,134.00
		PLANNING CONSULTANCY SERVICES		
EF118344	19502	WORLEYPARSONS SERVICES PTY LTD	31/01/2019	1,219.99
		ENGINEERING CONSULTANCY SERVICES		
EF118345	19505	ADVANCED WINDOW SHUTTERS	31/01/2019	300.00
		WINDOW SHUTTERS		
EF118346	19533	WOOLWORTHS LTD	31/01/2019	3,886.86
		GROCERIES		
EF118347	19541	TURF CARE WA PTY LTD	31/01/2019	3,775.20
		TURF SERVICES		
EF118348	19649	TELSTRA NETWORK INTEGRITY SERVICES	31/01/2019	57,194.66
		COMMUNICATION SERVICES		
EF118349	19776	JOSH BYRNE & ASSOCIATES	31/01/2019	6,415.20
		ENVIRONMENTAL CONSULTANT		
EF118350	19856	WESTERN TREE RECYCLERS	31/01/2019	20,855.99
		SHREDDING SERVICES		
EF118351	20000	AUST WEST AUTO ELECTRICAL PTY LTD	31/01/2019	12,093.95
		AUTO ELECTRICAL SERVICES		
EF118352	20146	DATA#3 LIMITED	31/01/2019	396.80
		CONTRACT IT PERSONNEL & SOFTWARE		
EF118353	20236	PROTECTION 1 PTY LTD	31/01/2019	10,615.00
		SECURITY SYSTEMS/SERVICES		
EF118354	20238	MY DELICIOUS	31/01/2019	180.00
		CAKE DECORATING SERVICES		
EF118355	20321	RIVERJET P/L	31/01/2019	21,969.75
		EDUCTING-CLEANING SERVICES		
EF118356	20549	A1 CARPET, TILE & GROUT CLEANING	31/01/2019	2,101.00
		CLEANING SERVICES - TILES/CARPET		
EF118357	20857	DOCKSIDE SIGNS	31/01/2019	401.50
		SIGN MAKERS		
EF118358	20867	FARM INFORMATION SERVICES	31/01/2019	2,875.00
		TRAINING/INSTRUCTION		
EF118359	21127	JOANNA AYCKBOURN (VOICES IN SINC)	31/01/2019	200.00
		INSTRUCTION - SINGING		
EF118360	21139	AUSTRAFFIC WA PTY LTD	31/01/2019	3,168.00
		TRAFFIC SURVEYS		
EF118361	21294	CAT HAVEN	31/01/2019	726.00
		ANIMAL SERVICES		
EF118362	21371	LD TOTAL SANPOINT PTY LTD	31/01/2019	20,573.44
		LANDSCAPING WORKS/SERVICES		
EF118363	21469	JOHN HUGHES VOLKSWAGON	31/01/2019	30,263.89
		PURCHASE OF NEW VEHICLE		
EF118364	21529	BRAND SUCCESS	31/01/2019	3,814.25
		PROMOTIONAL PRODUCTS		
EF118365	21627	MANHEIM PTY LTD	31/01/2019	1,386.00
		IMPOUNDED VEHICLES		
EF118366	21665	MMJ REAL ESTATE (WA) PTY LTD	31/01/2019	30,885.32
		PROPERTY MANAGEMENT SERVICES		
EF118367	21678	IANNELLO DESIGNS	31/01/2019	99.00
		GRAPHIC DESIGN		
EF118368	21744	JB HI FI - COMMERCIAL	31/01/2019	12,759.00
		ELECTRONIC EQUIPMENT		
EF118369	21747	UNICARE HEALTH	31/01/2019	798.00
		WHEELCHAIR HIRE		
EF118370	21778	HILTON SQUASH AND FITNESS	31/01/2019	600.00
		SPORTING SERVICES		
EF118371	21782	WEST COAST TIMBER FLOORING	31/01/2019	11,000.00
		FLOORING SUPPLIES		
EF118372	21915	ECOWATER SERVICES PTY LTD	31/01/2019	346.40
		MAINTENANCE SERVICES - WASTE SYSTEMS		
EF118373	21946	RYAN'S QUALITY MEATS	31/01/2019	1,211.79

		MEAT SUPPLIES		
EF118374	22106	INTELLIFE GROUP	31/01/2019	10,595.00
		SERVICES - DAIP		
EF118375	22175	OPTUS BILLING SERVICES PTY LTD SINGTEL OPTUS PTY LTD	31/01/2019	4,042.02
		COMMUNICATION SERVICES		
EF118376	22337	SEGAFREDO ZANETTI AUSTRALIA PTY LTD	31/01/2019	8,000.00
		COFFEE & COFFEE MACHINES		
EF118377	22374	STANCO BRASS HARDWARE	31/01/2019	1,024.80
		HARDWARE SUPPLIES - COMMERCIAL BLDG		
EF118378	22541	SURFING WESTERN AUSTRALIA INC.	31/01/2019	330.00
		TRAINING SERVICES - SURFING		
EF118379	22553	BROWNES FOOD OPERATIONS	31/01/2019	953.41
		CATERING SUPPLIES		
EF118380	22569	SONIC HEALTH PLUS PTY LTD	31/01/2019	2,614.70
		MEDICAL SERVICES		
EF118381	22624	AUSSIE EARTHWORKS PTY LTD	31/01/2019	8,090.50
		EARTHWORKS		
EF118382	22639	SHATISH CHAUHAN	31/01/2019	1,830.00
		TRAINING SERVICES - YOGA		
EF118383	22682	BEAVER TREE SERVICES PTY LTD	31/01/2019	93,524.44
		TREE PRUNING SERVICES		
EF118384	22752	ELGAS LIMITED	31/01/2019	149.97
		GAS SUPPLIES		
EF118385	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD	31/01/2019	102,951.80
		FUEL SUPPLIES		
EF118386	22903	UNIQUE INTERNATIONAL RECOVERIES LLC	31/01/2019	512.00
		DEBT COLLECTORS		
EF118387	22913	AUSTRALIAN OFFICE LEADING BRANDS.COM.AU	31/01/2019	757.09
		ENVELOPES		
EF118388	23253	KOTT GUNNING	31/01/2019	502.32
		LEGAL SERVICES		
EF118389	23288	ARIANE ROEMMELE	31/01/2019	745.00
		AMUSEMENT - CHILDREN'S ACTIVITIES		
EF118390	23332	WRIGHTS HEAVY RECOVERY	31/01/2019	550.00
		TOWING SERVICES		
EF118391	23351	COCKBURN GP SUPER CLINIC LIMITED T/A COCKBURN INTEGRATED HEALTH	31/01/2019	23,982.02
		LEASING FEES		
EF118392	23450	CLEVER DESIGNS	31/01/2019	1,393.40
		UNIFORMS		
EF118393	23457	TOTALLY WORK WEAR FREMANTLE	31/01/2019	4,427.85
		CLOTHING - UNIFORMS		
EF118394	23549	WEST OZ WILDLIFE	31/01/2019	313.50
		AMUSEMENT PARK ENTRY FEES		
EF118395	23550	HENRICKS CONSULTING PTY LTD	31/01/2019	2,605.90
		CONSULTANCY SERVICES - HUMAN RESOURCES		
EF118396	23570	A PROUD LANDMARK PTY LTD	31/01/2019	8,889.10
		LANDSCAPE CONTRUCTION SERVICES		
EF118397	23579	DAIMLER TRUCKS PERTH	31/01/2019	2,547.66
		PURCHASE OF NEW TRUCK		
EF118398	23685	ASTRO SYNTHETIC TURF PTY LTD	31/01/2019	1,721.50
		SITE INSPECTIONS		
EF118399	24156	MASTEC AUSTRALIA PTY LTD	31/01/2019	164,021.08
		PURCHASE OF NEW BINS		
EF118400	24275	TRUCK CENTRE WA PTY LTD	31/01/2019	2,160.55
		PURCHASE OF NEW TRUCK		
EF118401	24281	ECO LOGICAL AUSTRALIA PTY LTD	31/01/2019	3,696.00
		MAPPING SERVICES		
EF118402	24298	TANKS FOR HIRE	31/01/2019	577.50
		EQUIPMENT HIRE		
EF118403	24506	AMARANT'S PERSONAL TRAINING	31/01/2019	300.00
		PERSONAL TRAINING SERVICES		
EF118404	24527	AUSTRALIAN ASSOCIATION FOR ENVIRONMENTAL EDUCATION (WA CHAPT	31/01/2019	594.00
		COURSE REGISTRATION		
EF118405	24557	AVELING	31/01/2019	1,500.00
		CONSULTANCY SERVICES		
EF118406	24595	CONTEMPORARY IMAGE PHOTOGRAPHY PTY LTD	31/01/2019	636.90
		PHOTOGRAPHY SERVICES		
EF118407	24643	BIBLIOTHECA RFID LIBRARY SYSTEMS AUSTRALIA PTY LTD	31/01/2019	825.00
		PURCHASE OF LIBRARY TAGS		
EF118408	24655	AUTOMASTERS SPEARWOOD	31/01/2019	3,064.00
		VEHICLE SERVICING		
EF118409	24734	MYRIAD IMAGES	31/01/2019	1,787.50
		PHOTOGRAPHY SERVICES		
EF118410	24748	PEARMAN'S ELECTRICAL & MECHANICAL SERVICES P/L	31/01/2019	12,336.38
		ELECTRICAL SERVICES		
EF118411	24864	FREMANTLE FOOTBALL CLUB	31/01/2019	2,930.62
		MERCHANDISE STOCK FOR RETAIL SALE		

EF118412	24974	SCOTT PRINT PRINTING SERVICES	31/01/2019	10,475.30
EF118413	24976	SNAP PRINTING - COCKBURN CENTRAL PRINTING SERVICES	31/01/2019	1,422.71
EF118414	24978	AMBIUS PLANTS SUPPLIES	31/01/2019	1,020.94
EF118415	25063	SUPERIOR PAK PTY LTD VEHICLE MAINTENANCE	31/01/2019	428.20
EF118416	25102	FREMANTLE MOBILE WELDING WELDING SERVICES	31/01/2019	2,398.00
EF118417	25115	FIIG INVESTMENT MANAGEMENT SERVICES	31/01/2019	2,750.00
EF118418	25121	IMAGESOURCE DIGITAL SOLUTIONS BILLBOARDS	31/01/2019	9,793.13
EF118419	25128	HORIZON WEST LANDSCAPE & IRRIGATION P/L LANDSCAPING SERVICES	31/01/2019	35,107.07
EF118420	25264	ACURIX NETWORKS PTY LTD WIFI ACCESS SERVICE	31/01/2019	11,180.40
EF118421	25415	JANDAKOT STOCK & PET SUPPLIES PET SUPPLIES	31/01/2019	340.45
EF118422	25418	CS LEGAL LEGAL SERVICES	31/01/2019	43,739.89
EF118423	25657	LOCK JOINT AUSTRALIA THE TRUSTEE FOR THE GHERBAZ FAMILY TRUST LOCKSMITH SERVICES	31/01/2019	660.00
EF118424	25713	DISCUS ON DEMAND THE TRUSTEE FOR DISCUS ON DEMAND UNIT TRUST PRINTING SERVICES	31/01/2019	8,991.48
EF118425	25733	MIRACLE RECREATION EQUIPMENT PLAYGROUND INSTALLATION / REPAIRS	31/01/2019	2,409.00
EF118426	25771	INTEGRAL DEVELOPMENT ASSOCIATES PTY LTD TRAINING COURSES	31/01/2019	1,760.55
EF118427	25813	LG CONNECT PTY LTD ERP SYSTEMS DEVELOPMENT	31/01/2019	4,224.00
EF118428	25832	EXTERIA STREET AND PARK INFRASTRUCTURE	31/01/2019	42,098.10
EF118429	25940	LEAF BEAN MACHINE COFFEE BEAN SUPPLY	31/01/2019	1,000.00
EF118430	25962	ALL LINES LINEMARKING SERVICES	31/01/2019	440.00
EF118431	26020	GRANT ELEVATORS LIFT MAINTENANCE	31/01/2019	990.00
EF118432	26029	AUTOSWEEP WA SWEEPING SERVICES	31/01/2019	4,653.00
EF118433	26067	SPRAYKING WA PTY LTD CHEMICAL WEED CONTROL SERVICES	31/01/2019	192.50
EF118434	26110	DASH CIVIL CONTRACTING CONCRETING SERVICES	31/01/2019	19,745.00
EF118435	26114	GRACE RECORDS MANAGEMENT RECORDS MANAGEMENT SERVICES	31/01/2019	1,346.08
EF118436	26195	PLAY CHECK CONSULTING SERVICES	31/01/2019	660.00
EF118437	26211	AMCOM PTY LTD INTERNET/DATA SERVICES	31/01/2019	11,379.05
EF118438	26257	PAPERBARK TECHNOLOGIES ARBORICULTURAL CONSULTANCY SERVICES	31/01/2019	10,475.00
EF118439	26261	LEARNING SEAT TRAINING SERVICES	31/01/2019	31,680.00
EF118440	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTENANCE TURF & LANDSCAPE MAINTENANCE	31/01/2019	117,722.73
EF118441	26314	CPE GROUP TEMPORARY EMPLOYMENT SERVICES	31/01/2019	9,729.83
EF118442	26359	WILSON SECURITY SECURITY SERVICES	31/01/2019	205,267.34
EF118443	26399	PAPERSOUT THE TRUSTEE FOR PETERS MORRISON FAMILY TRUST GRAPHIC DESIGN SERVICES	31/01/2019	7,315.00
EF118444	26403	CHES POWER GROUP ENGINEERING SOLUTIONS / BACK UP GENERATO	31/01/2019	1,601.44
EF118445	26418	INTEGRANET TECHNOLOGY GROUP PTY LTD ICT CONSULTANCY SERVICES	31/01/2019	3,293.68
EF118446	26423	ALPHA PEST ANIMAL SOLUTIONS INVASIVE SPECIES PTY LTD PEST CONTROL SERVICES	31/01/2019	4,125.00
EF118447	26442	BULLANT SECURITY PTY LTD KEY WEST LOCK SERVICE & SALES LOCKSMITH & SECURITY SERVICES	31/01/2019	4,500.58
EF118448	26470	SCP CONSERVATION FENCING SERVICES	31/01/2019	34,054.90
EF118449	26486	BIBRA LAKE FABRICATORS PTY LTD FABRICATION SERVICES	31/01/2019	4,323.00
EF118450	26516	ULTIMATE LIMESTONE	31/01/2019	1,980.00

EF118451	26551	CONSTRUCTION SERVICES THE SIMULATION CENTRE	31/01/2019	600.00
EF118452	26567	ENTRY FEES - SCHOOL HOLIDAY PROGRAM THE HANGOUT INDOOR CLIMBING CENTRE	31/01/2019	166.00
EF118453	26574	ROCK CLIMBING EVA BELLYDANCE	31/01/2019	525.00
EF118454	26582	ENTERTAINMENT - BELLY DANCING ROAD SPECIALIST AUSTRALIA	31/01/2019	841.50
EF118455	26585	HYDRAULIC REPAIRS DYNAMIC WEB TRAINING PTY LTD	31/01/2019	1,980.00
EF118456	26586	TRAINING - WEB WA TEMPORARY FENCING SUPPLIES	31/01/2019	616.00
EF118457	26588	FENCING - TEMPORARY SOURCE SEPARATION SYSTEMS P/L	31/01/2019	1,341.40
EF118458	26606	PROVIDING WASTE AND RECYCLING BINS ENVIRO INFRASTRUCTURE PTY LTD	31/01/2019	14,236.79
EF118459	26610	CONSTRUCTION& FABRICATION TRACC CIVIL PTY LTD	31/01/2019	466,031.73
EF118460	26614	CIVIL CONSTRUCTION MARKETFORCE PTY LTD	31/01/2019	9,933.29
EF118461	26620	ADVERTISING GRA PARTNERS	31/01/2019	16,500.00
EF118462	26625	CONSULTING/ADVISORY ANDOVER DETAILERS	31/01/2019	1,960.15
EF118463	26655	CAR DETAILING SERVICES WORLDWIDE PRINTING SOLUTIONS EAST PERTH	31/01/2019	1,210.00
EF118464	26660	PRINTING SERVICES EPOCH TRAINING	31/01/2019	750.00
EF118465	26673	BUSINESS TRAINING PROJECT 3 PTY LTD	31/01/2019	64,130.00
EF118466	26698	EVENT AND MARKETING AGENCY MELVILLE MITSUBISHI	31/01/2019	69,708.15
EF118467	26709	PURCHASE OF NEW VEHICLES & MAINTENANCE TALIS CONSULTANTS PTY LTD	31/01/2019	11,805.75
EF118468	26715	WASTE CONSULTANCY AIR BORN AMUSEMENTS	31/01/2019	700.00
EF118469	26721	AMUSEMENT SERVICES QUAD SERVICES PTY LTD	31/01/2019	23,573.52
EF118470	26732	CLEANING SERVICES AMARE SAFETY	31/01/2019	191.84
EF118471	26735	CLOTHING UNIFORMS SHANE MCMASTER SURVEYS	31/01/2019	5,357.00
EF118472	26736	SURVEY SERVICES GHEMS HOLDINGS PTY LTD	31/01/2019	15,466.85
EF118473	26739	REVEGETATION KERB DOCTOR	31/01/2019	4,468.20
EF118474	26747	KERB MAINTENANCE BELL-VISTA FRUIT & VEG	31/01/2019	587.11
EF118475	26752	FRUIT AND VEGETABLES. MG GROUP WA	31/01/2019	4,785.00
EF118476	26754	CONSTRUCTION INSIGHT CALL CENTRE SERVICES	31/01/2019	17,861.97
EF118477	26773	CALL CENTRE SERVICES LASER CORPS COMBAT ADVENTRUES	31/01/2019	1,964.00
EF118478	26779	ENTRY FEES SAFEMASTER SAFETY PRODUCTS PTY LTD	31/01/2019	880.00
EF118479	26780	SAFETY PRODUCTS METROPOLITAN OMNIBUS COMPANY	31/01/2019	1,012.00
EF118480	26782	BUS HIRE SOFT LANDING	31/01/2019	4,400.00
EF118481	26800	RECYCLING SERVICES THE GOODS	31/01/2019	298.98
EF118482	26807	RETAIL TRANSAIR TWO WAY RADIO	31/01/2019	1,072.65
EF118483	26818	EQUIPMENT REPAIRS & MAINTENANCE SERVICES THE MAZE	31/01/2019	328.00
EF118484	26822	AMUSEMENT CSE CROSSCOM PTY LTD	31/01/2019	1,331.00
EF118485	26824	COMMUNICATION EQUIPMENT WEB KEY IT PTY LTD	31/01/2019	2,150.50
EF118486	26837	WEBSITE CONSULTANCY VINSAN CONTRACTING	31/01/2019	17,248.00
EF118487	26843	RESIDENTIAL DEMOLITION ERGOLINK	31/01/2019	31,116.54
EF118488	26854	ERGONOMIC OFFICE FURNITURE IFAP	31/01/2019	3,069.00
		TRAINING		

EF118489	26884	PEOPLE ON BICYCLES TRAINING - BICYCLE CLASSES	31/01/2019	720.00
EF118490	26888	MEDIA ENGINE GRAPHIC DESIGN, MARKETING, VIDEO PRODUCT	31/01/2019	660.00
EF118491	26898	SPANDEX ASIA PACIFIC PTY LTD SIGNAGE SUPPLIER	31/01/2019	5,892.75
EF118492	26901	ALYKA PTY LTD DIGITAL CONSULTANCY AND WEB DEVELOPMENT	31/01/2019	8,470.00
EF118493	26910	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA NSW EVENTS AND TRAINING	31/01/2019	1,100.00
EF118494	26911	HARVEY NORMAN OCONNOR RETAIL	31/01/2019	1,200.00
EF118495	26915	FOCUSED VISION CONSULTING PTY LTD CONSULTING	31/01/2019	5,627.60
EF118496	26917	CIRRUS NETWORKS PTY LTD IT NETWORK & TELEPHONY SERVICES	31/01/2019	334.35
EF118497	26923	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD RUBBISH COLLECTION EQUIPMENT	31/01/2019	8,995.80
EF118498	26927	MIXED MEDIA MULTIMEDIA PRODUCTION	31/01/2019	198.00
EF118499	26929	ELAN ENERGY MATRIX PTY LTD RECYCLING SERVICES	31/01/2019	905.69
EF118500	26938	MAJESTIC PLUMBING PLUMBING SERVICES	31/01/2019	21,282.14
EF118501	26946	AV TRUCK SERVICES PTY LTD TRUCK DEALERSHIP	31/01/2019	3,641.27
EF118502	26952	FOCUS PROMOTIONS PROMOTION - ETERTAINMENT	31/01/2019	3,850.00
EF118503	26981	PERTH MARKET RESEARCH EVENT ANALYSIS AND COMMUNITY MARKET RESE	31/01/2019	5,115.00
EF118504	26983	HITECH SPORTS PTY LTD SPORTING EQUIPMENT	31/01/2019	4,529.25
EF118505	26984	COMMERCIAL AQUATICS AUSTRALIA PTY LTD POOL EQUIPMENT	31/01/2019	8,910.00
EF118506	26985	ACCESS ICON PTY LTD DRAINAGE PRODUCTS	31/01/2019	4,950.00
EF118507	26987	CTI RISK MANAGEMENT SECURITY - CASH COLLECTION	31/01/2019	1,039.50
EF118508	26996	SWI FENCING FENCING AND GATES	31/01/2019	159.50
EF118509	27006	BIBRA LAKE IGA XPRESS LIQUOR SUPPLIES	31/01/2019	1,562.13
EF118510	27010	QUANTUM BUILDING SERVICES PTY LTD BUILDING MAINTENANCE	31/01/2019	16,899.14
EF118511	27011	BAILEYS MARINE FUEL AUSTRALIA FUEL	31/01/2019	2,466.28
EF118512	27015	INTELLI TRAC GPS TRACKING	31/01/2019	2,073.50
EF118513	27023	SOLARGAIN PV PTY LTD SOLAR ENERGY PROVIDER	31/01/2019	8,000.00
EF118514	27027	FRIG TECH WA REFRIDGERATION SERVICES	31/01/2019	14,735.41
EF118515	27031	DOWNER EDI WORKS PTY LTD ASPHALT SERVICES	31/01/2019	127,162.12
EF118516	27034	ADELBY PTY LTD FIREBREAK CONSTRUCTION	31/01/2019	8,422.00
EF118517	27044	GRAFFITI SYSTEMS AUSTRALIA GRAFFITI REMOVAL & ANTI-GRAFFITI COATING	31/01/2019	1,056.53
EF118518	27053	READSPEAKER SOFTWARE	31/01/2019	3,916.16
EF118519	27054	VOCUS PTY LTD TELECOMMUNICATIONS	31/01/2019	6,969.60
EF118520	27059	FRONTLINE FIRE AND RESCUE EQUIPMENT MANUFACTURE-FIRE VEHICLES/EQUIPMENT	31/01/2019	1,328.91
EF118521	27061	BON LEISURE CONSULTANCY	31/01/2019	6,416.66
EF118522	27065	WESTBOOKS BOOKS	31/01/2019	1,903.96
EF118523	27069	HART SPORT SPORTS EQUIPMENT	31/01/2019	580.80
EF118524	27072	NORDIC FITNESS EQUIPMENT FITNESS EQUIPMENT	31/01/2019	457.00
EF118525	27077	CARBON NEUTRAL CARBON SOLUTIONS PROVIDER	31/01/2019	46,816.00
EF118526	27082	KULBARDI PTY LTD STATIONERY SUPPLIES	31/01/2019	1,414.22
EF118527	27093	MAGNETIC AUTOMATION PTY LTD	31/01/2019	286.00

EF118528	27100	GATES/BARRIERS SEA JEWELS SWIMWEAR SWIMWEAR	31/01/2019	1,329.75
EF118529	27130	ADLINE MEDIA PTY LTD DIGITAL MARKETING & SOFTWARE SERVICE PRO	31/01/2019	689.15
EF118530	27131	WEST COAST COMMERCIAL INDUSTRIES LOCKERS	31/01/2019	8,558.68
EF118531	27132	WILMA SCENINI TRAINING & INSTRUCTOR	31/01/2019	150.00
EF118532	27143	EMBROIDME SUCCESS EMBROIDERY SERVICES	31/01/2019	385.00
EF118533	27151	DAVID PIGRAM ENTERTAINMENT - MUSICAL PERFORMANCE	31/01/2019	1,000.00
EF118534	27154	SUEZ RECYCLING & RECOVERY PTY LTD WASTE SERVICES	31/01/2019	20,294.30
EF118535	27155	EDUCATED BY NATURE PTY LTD EDUCATION SERVICES	31/01/2019	660.00
EF118536	27161	NEXT POWER SOLAR PANEL	31/01/2019	8,799.88
EF118537	27171	SOUTHERN STAR TRAMPOLINE & GYMNASICS ACADEMY PTY LTD SPORTS & RECREATION	31/01/2019	1,230.00
EF118538	27174	PERTH GEOTECHNICS ENGINEERING AND GEOTECHNICAL CONSULTANT	31/01/2019	10,197.00
EF118539	27177	INITIAL HYGIENE HYGIENE	31/01/2019	5,120.58
EF118540	27179	PLUNGE & CO CAFE CATERING SERVICES	31/01/2019	931.00
EF118541	27187	NEVE CONTRACTING DESIGN SERVICES	31/01/2019	775.00
EF118542	27195	ALLFLOW INDUSTRIAL OIL WATER SEPARATORS	31/01/2019	457.55
EF118543	27211	CHRIS MELSOM URBAN PLANNING AND DESIGN	31/01/2019	660.00
EF118544	27215	METAL WORKS PERTH SIGNAGE	31/01/2019	10,125.50
EF118545	27234	GO2CUP REUSABLE CUPS	31/01/2019	642.00
EF118546	27235	COVE WATERWAYS MANAGEMENT AQUATIC WEED REMOVAL	31/01/2019	3,300.00
EF118547	27238	AUTO INGRESS PTY LTD SERVICE AUTO DOORS	31/01/2019	1,193.95
EF118548	27240	CREATIVE DESIGN MODELS SCULPTURE	31/01/2019	700.00
EF118549	27241	LANDSCAPE ELEMENTS PTY LTD LANDSCAPING SERVICES	31/01/2019	48,308.84
EF118550	27242	KP ELECTRIC (AUSTRALIA) PTY LTD ELECTRICAL SERVICES	31/01/2019	4,190.18
EF118551	27246	VEALE AUTO PARTS SPARE PARTS MECHANICAL	31/01/2019	1,341.10
EF118552	27269	INTEGRAPAY PTY LTD PAYMENT PROCESSING	31/01/2019	11,463.25
EF118553	27288	URBIS CONSULTANCY - PROPERTY	31/01/2019	7,480.00
EF118554	27298	MY MEDIA INTELLIGENCE PTY LTD MEDIA MONITORING	31/01/2019	1,124.57
EF118555	27308	JATU CLOTHING & PPE PTY LTD CLOTHING PPE	31/01/2019	2,253.87
EF118556	27317	RAWURBAN CONSTRUCTIONS BUILDING CONSTRUCTION	31/01/2019	850.00
EF118557	27324	BEBCART PTY LTD CARTOGRAPHIC AND DRAFTING SERVICES	31/01/2019	792.00
EF118558	27334	WESTCARE PRINT PRINTING SERVICES	31/01/2019	253.00
EF118559	27346	OFFICE LINE FURNITURE OFFICE	31/01/2019	9,328.00
EF118560	27348	MESSAGE MEDIA TELECOMMUNICATIONS	31/01/2019	349.20
EF118561	27351	PROGRAMMED PROPERTY SERVICES PROPERTY MAINTENANCE	31/01/2019	4,917.72
EF118562	27355	PLAYMASTER PLAYGROUND EQUIPMENT	31/01/2019	47,025.00
EF118563	27374	SOUTHERN CROSS CLEANING COMMERCIAL CLEANING	31/01/2019	7,129.38
EF118564	27377	ACCIDENTAL HEALTH AND SAFETY - PERTH FIRST AID SUPPLIES	31/01/2019	435.54
EF118565	27384	SIFTING SANDS SAND CLEANING	31/01/2019	16,525.29

EF118566	27385	PROGRAMMED ELECTRICAL TECHNOLOGIES ELECTRICAL SERVICES	31/01/2019	913.00
EF118567	27392	AXIS MAINTENANCE SERVICES PTY LTD MAINTENANCE	31/01/2019	10,412.81
EF118568	27394	SURVEYTECH TRAFFIC SURVEYS PTY LTD TRAFFIC SURVEY	31/01/2019	1,760.00
EF118569	27396	ANKEET MEHTA SPEARWOOD NEWSPAPER ROUND DELIVERY NEWSPAPER DELIVERY	31/01/2019	93.18
EF118570	27401	EMPRISE MOBILITY PTY LTD MOBILITY EQUIPMENT	31/01/2019	1,585.00
EF118571	27403	FREEDOM FAIRIES PTY LTD AMUSEMENT	31/01/2019	880.00
EF118572	27423	MECHANICAL PROJECT SERVICES PTY LTD AIRCONDITIONING SERVICES	31/01/2019	2,567.40
EF118573	27438	ERTECH PTY LTD ENGINEERING CIVIL	31/01/2019	1,753,534.87
EF118574	27448	SELECTRO SERVICES PTY LTD ELECTRICAL	31/01/2019	852.50
EF118575	27451	SAFEWAY BUILDING & RENOVATIONS PTY LTD ROOFING	31/01/2019	4,972.00
EF118576	27455	SITE PROTECTIVE SERVICES CCTV PARTS	31/01/2019	11,904.76
EF118577	27456	SECUREPAY PTY LTD PAYMENT SOLUTIONS	31/01/2019	274.45
EF118578	27458	AUSSIE SHEDS GROUP SHEDS SUPPLY & INSTALL	31/01/2019	30,000.00
EF118579	27479	VITAL INTERPRETING PERSONNEL TRANSLATING SERVICES	31/01/2019	973.50
EF118580	27499	HODGE COLLARD PRESTON ARCHITECTS ARCHITECTS	31/01/2019	3,300.00
EF118581	27507	TJS SERVICES GROUP PTY LIMITED CLEANING SERVICES	31/01/2019	51,201.32
EF118582	27512	AGENT SALES & SERVICES PTY LTD POOL CHEMICALS	31/01/2019	11,886.05
EF118583	27516	VOLLEYBALL WA SPORTING ACTIVITY VOLLEYBALL	31/01/2019	210.00
EF118584	27518	KYOCERA DOCUMENT SOLUTIONS AUSTRALIA PTY LTD PHOTOCOPYING MACHINES	31/01/2019	3,157.92
EF118585	27523	ROBERT LAWRENCE TOOHEY HIGH PRESSURE CLEANING	31/01/2019	5,767.50
EF118586	27534	RALPH & BEATTIE BOSWORTH PTY LTD QUANTITY SURVEY	31/01/2019	66,456.50
EF118587	27539	JASMIN CARPENTRY & MAINTENANCE CARPENTRY	31/01/2019	14,454.55
EF118588	27547	IMPRESSIONS CATERING CATERING	31/01/2019	544.28
EF118589	27548	STANDING FORK CATERING	31/01/2019	2,205.20
EF118590	27556	LEWIS FORTESCUE GROUP CONSULTANCY - HEALTH CARE	31/01/2019	693.00
EF118591	27566	THUROONA SERVICES ASBESTOS REMOVAL	31/01/2019	3,676.20
EF118592	27570	2XM FINANCE PTY LTD RECRUITMENT	31/01/2019	3,144.50
EF118593	27576	ZUMBA FITNESS WITH TRACY ZUMBA FITNESS CLASSES	31/01/2019	400.00
EF118594	27578	VORGE PTY LTD SWIMWEAR	31/01/2019	471.60
EF118595	27584	THE NOMAD COMPANY PHOTOGRAPHY SERVICES	31/01/2019	425.00
EF118596	27594	OPTIMUS GAMING PTY LTD GAMING SUPPLIES	31/01/2019	524.00
EF118597	27600	PRO SOUND PRODUCTIONS PTY LTD AUDIOVISUAL AND ACOUSTICS	31/01/2019	1,754.20
EF118598	27617	GALAXY 42 PTY LTD CONSULTANCY - IT	31/01/2019	5,632.00
EF118599	27618	CHRISTMAS 360 CHRISTMAS DECORATIONS	31/01/2019	11,700.00
EF118600	27622	TRUGRADE MEDICAL SUPPLIES MEDICAL SUPPLIES	31/01/2019	1,088.55
EF118601	27624	LMW (WA) PTY LTD VALUATIONS	31/01/2019	3,300.00
EF118602	27625	AUSTRALIAN ASSOCIATED PRESS PTY LTD MULTI MEDIA SERVICES	31/01/2019	4,250.40
EF118603	27626	INTERNATIONAL MARINA CONSULTANTS PTY LTD MARINE SERVICES	31/01/2019	11,365.20
EF118604	27630	K-LINE FENCING GROUP	31/01/2019	51,661.50

		FENCING		
EF118605	27631	AQUATIC SERVICES WA PTY LTD	31/01/2019	198.00
		POOL EQUIPMENT & MAINTENANCE		
EF118606	27635	THREAT PROTECT	31/01/2019	198.00
		SECURITY		
EF118607	27638	EAST WEST DESIGN PTY LTD	31/01/2019	1,058.80
		FURNITURE		
EF118608	27644	CMAX TECHNOLOGIES PTY LTD	31/01/2019	8,165.65
		ICT ENGINEERING & CONSULTING		
EF118609	27654	LEARNING FUNDAMENTALS	31/01/2019	650.00
		TRAINING/WORKSHOP		
EF118610	11867	KEVIN JOHN ALLEN	31/01/2019	2,613.67
		MONTHLY COUNCILLOR ALLOWANCE		
EF118611	12740	MAYOR LOGAN HOWLETT	31/01/2019	11,325.83
		MONTHLY COUNCILLOR ALLOWANCE		
EF118612	19059	CAROL REEVE-FOWKES	31/01/2019	2,613.67
		MONTHLY COUNCILLOR ALLOWANCE		
EF118613	20634	LEE-ANNE SMITH	31/01/2019	4,465.00
		MONTHLY COUNCILLOR ALLOWANCE		
EF118614	23339	STEPHEN PRATT	31/01/2019	2,613.67
		MONTHLY COUNCILLOR ALLOWANCE		
EF118615	25353	PHILIP EVA	31/01/2019	2,613.67
		MONTHLY COUNCILLOR ALLOWANCE		
EF118616	26696	CHAMONIX TERBLANCHE	31/01/2019	2,613.67
		MONTHLY COUNCILLOR ALLOWANCE		
EF118617	27326	MICHAEL SEPAROVICH	31/01/2019	2,613.67
		MONTHLY COUNCILLOR ALLOWANCE		
EF118618	27327	CHONTELLE SANDS	31/01/2019	2,613.67
		MONTHLY COUNCILLOR ALLOWANCE		
EF118619	27475	LARA KIRKWOOD	31/01/2019	2,613.67
		MONTHLY COUNCILLOR ALLOWANCE		
EF118620	99996	REBECCA TIBBELS	31/01/2019	150.00
		RATE REFUNDS		
EF118621	99996	ADELE SARAH SPILLER	31/01/2019	30.00
		RATE REFUNDS		
EF118622	99996	JANINE ELIZABETH INGRILLI	31/01/2019	42.50
		RATE REFUNDS		
EF118623	99996	OFFICE OF STATE REVENUE	31/01/2019	46.14
		RATE REFUNDS		
EF118624	99996	ANGELA POWRIE	31/01/2019	30.00
		RATE REFUNDS		
EF118625	99996	SWAN RIVER CONSTRUCTIONS PTY LTD	31/01/2019	1,024.00
		RATE REFUNDS		
EF118626	99996	OFFICE OF STATE REVENUE	31/01/2019	72.76
		RATE REFUNDS		
EF118627	99996	TANGENT NOMINEES PTY LTD	31/01/2019	295.00
		RATE REFUNDS		
EF118628	99996	BRADLEY MERENDINO	31/01/2019	3,000.00
		RATE REFUNDS		
EF118629	99996	TANGENT NOMINEES PTY LTD	31/01/2019	570.39
		RATE REFUNDS		
EF118630	99996	TANGENT NOMINEES PTY LTD	31/01/2019	858.10
		RATE REFUNDS		
EF118631	99996	ONE STOP PATIO SHOP	31/01/2019	159.35
		RATE REFUNDS		
EF118632	99996	MSA GROUP PTY LTD	31/01/2019	2,562.00
		RATE REFUNDS		
EF118633	99996	JANETTE EARNshaw	31/01/2019	821.68
		RATE REFUNDS		
EF118634	99996	DIANE LESLEY WASLEY	31/01/2019	30.00
		RATE REFUNDS		
EF118635	99996	MAYA BRYNNE	31/01/2019	50.00
		RATE REFUNDS		
EF118636	10047	ALINTA ENERGY	31/01/2019	12,176.15
		NATURAL GAS & ELECTRICITY SUPPLY		
EF118637	11794	SYNERGY	31/01/2019	141,203.50
		ELECTRICITY USAGE/SUPPLIES		
EF118638	12025	TELSTRA CORPORATION	31/01/2019	13,486.90
		COMMUNICATIONS SERVICES		
EF118639	23250	DEPARTMENT OF PLANNING, LANDS & HERITAGE	31/01/2019	817.20
		DAP APPLICATIONS & DAP FEES		
EF118640	88888	PDAC MUNSTER PTY LTD	31/01/2019	4,388.62
		BOND REFUND		
EF118641	88888	JARDIM HOLDINGS PTY LTD	31/01/2019	9,625.58
		BOND REFUND		
EF118642	88888	HOMEBUYERS CENTRE	31/01/2019	3,000.00
		BOND REFUND		

EF118643	88888	TANGENT NOMINEES PTY LTD BOND REFUND	31/01/2019	10,000.00
EF118644	88888	BGC RESIDENTIAL BOND REFUND	31/01/2019	3,000.00
EF118645	88888	NICK DE CANDIA BOND REFUND	31/01/2019	500.00
EF118646	88888	WHITLEY LESLEY AND WHITLEY MARRIOTT BOND REFUND	31/01/2019	3,192.09
EF118647	88888	DILLAN STIPINOVICH BOND REFUND	31/01/2019	100.00
EF118648	99997	MIRROR AT THE ARCADE TALENT SHOW PRIZE WINNER	31/01/2019	100.00
EF118649	99997	BRENT LAMBRICHS COMPOST BIN REBATE B LAMBRICHS	31/01/2019	50.00
EF118650	99997	STEPANKA DUMAS COMPOST BIN REB STEPANKA DUMAS	31/01/2019	50.00
EF118651	99997	RIX AND DERITT BIRD BATH REBATE - E RIX	31/01/2019	50.00
EF118652	99997	JANETTE PAGE WATER WISE INCENTIVE SCHEME - J PAGE	31/01/2019	405.25
EF118653	99997	FG & MC COOPER BIRD BATH REBATE - FRANK COOPER	31/01/2019	46.73
EF118654	99997	GERALDINE STANTON XMAS PROGRAM COSTS - G STANTON	31/01/2019	336.70
EF118655	99997	MR PETER D CLODE BIRD BATH REBATE - P CLODE	31/01/2019	24.98
EF118656	99997	JOSEPH AND ANTONETTA C CHONG BIRD BATH REBATE - J CHONG	31/01/2019	42.74
EF118657	99997	RORY ISAAC COMPOST BIN REBATE - R ISAAC	31/01/2019	50.00
EF118658	99997	GERALDINE STANTON PETTY CASH ADV0465 OVERSPENT REIMB	31/01/2019	319.75
EF118659	99997	WARWICK SAUPOLD GUEST SPEAKER - JUNIOR SPORTS TRAVEL	31/01/2019	400.00
EF118660	99997	J BROWNING REFUND FOR PROGRAM - J BROWNING	31/01/2019	20.00
EF118661	99997	SHAMANTH KUMAR MANTHRIPRAGADA CROSSOVER CLAIM - S MANTHRIPRAGADA	31/01/2019	300.00
EF118662	99997	ALIMENT (WA) PTY LTD CATERING	31/01/2019	273.90
EF118663	99997	BRIDGED GROUP PTY LTD INVOICE 5303	31/01/2019	297.00
EF118664	99997	LYNLEY BELL SENIOR SECURITY SUBSIDY SCHEME	31/01/2019	300.00
EF118665	99997	CAMERON DAVID OXFORD STUDY FEE REIMBURSEMENT	31/01/2019	1,755.00
EF118666	99997	JOHN BRERETON REFUND REQUEST ARC - JOHN BRERETON	31/01/2019	20.20
EF118667	99997	CHELSEA EVANS CROSSOVER CONTRIBUTION 2/25 GICHA CLOSE	31/01/2019	300.00
EF118668	99997	CAMERON OXFORD EMPLOYEE REIMBURSET CAMERON OXFORD	31/01/2019	22.00
EF118669	99997	JANNI-MAREI LUCIA SWIM ACADEMY REFUND REQUEST	31/01/2019	136.00
EF118670	99997	JOANNE ALLEN EMPLOYEE REIMBURSEMENT JOANNE ALLEN	31/01/2019	49.00
EF118671	99997	BRUNO TEIDER CROSSOVER CONTRIBUTION 15 JANDARI MEWS	31/01/2019	300.00
EF118672	99997	OLIVIA JANE SPROAT CROSSOVER CONTRIBUTION 3 IRVINE PARADE	31/01/2019	300.00
EF118673	99997	JACKIE PHILLIPS CROSSOVER CONTRIBUTION - JACKIE PHILLIPS	31/01/2019	300.00
EF118674	99997	MRS NADINE E GILLET BIRDBATH REBATE - NADINE GILLET	31/01/2019	37.50
EF118675	99997	MATTHEW AVERY BIRDBATH REBATE - MATTHEW AVERY	31/01/2019	32.50
EF118676	99997	PORT COOGEE COMMUNITY ASSOCIATION DONATION	31/01/2019	69.00
EF118677	99997	ROBERTA BUNCE VOLUNTEER REIMBURSEMENT - ROBERTA BUNCE	31/01/2019	73.80
EF118678	99997	ROBERTA BUNCE REIMBURSEMENT FOR LUNCH	31/01/2019	73.35
EF118679	99997	CRAIG MCKECHNIE PEN FEE REFUND	31/01/2019	3,760.30
EF118680	99997	DEPARTMENT OF HUMAN SERVICES INVOICE 180091072	31/01/2019	230.67
EF118681	99997	MARTA ROTONDELLA	31/01/2019	185.50

EF118682	99997	REFUND REQUEST MARTA ROTONDELLA IRIS LAVELL	31/01/2019	100.00
EF118683	99997	SENIOR SECURITY SUBSIDY SCHEME MICHAEL AND JANET D'COSTA	31/01/2019	200.00
EF118684	99997	SENIOR SECURITY SUBSIDY SCHEME SIMON	31/01/2019	42.50
EF118685	99997	COMPOST BIN REBATE - SIMON FOLLINGTON HANNAH BRAYSHAW	31/01/2019	50.00
EF118686	99997	COMPOST BIN REBATE - HANNAH BRAYSHAW CAMERON DAVID OXFORD	31/01/2019	22.00
EF118687	99997	EMPLOYEE REIMBURSEMENT ATO DIRECT CREDIT ACCOUNT	31/01/2019	1,148.00
EF118688	99997	UNDERGRADE CONTRIBUTION - TRISTAN FAZIO LYNN SCHLICHTHAERLE	31/01/2019	100.80
EF118689	99997	SOIL STABILISATION REFUND D & J BARHAM PROPERTY PTY LTD	31/01/2019	33,243.95
EF118690	99997	DEVELOPER CONTRIBUTION FUND 12 CREDIT KAY MARRIS WILCOX	31/01/2019	49.50
EF118691	99997	BIRD BATH REBATE - KAY MARRIS WILCOX SERENA WILLIAMS	31/01/2019	50.00
EF118692	99997	COMPOST BIN REBATE - SERENA WILLIAMS KI HO KWOK	31/01/2019	50.00
EF118693	99997	COMPOST BIN REBATE - KI HO KWOK MICHAELA MUNDY	31/01/2019	50.00
EF118694	99997	COMPOST BIN REBATE - MICHAELA MUNDY MATTHIAS SIEGL	31/01/2019	50.00
EF118695	99997	COMPOST BIN REBATE - MATTHIAS SIEGL JANDAKOT BUSHFIRE BRIGADE	31/01/2019	252.43
EF118696	99997	JANDAKOT BUSHFIRE BRIGADE - INV 275 SOUTH COOGEE BUSHFIRE BRIGADE	31/01/2019	7,395.20
EF118697	99997	SOUTH COOGEE BUSHFIRE BRIGADE REIMBURSEM MARK ARNOLD	31/01/2019	300.00
EF118698	99997	C/OVER REB 13 JEWEL GARDENS, HAMMOND PAR ZACHARY SANDERS	31/01/2019	300.00
EF118699	99997	C/OVER REB 9 MCPHEE RD, HAMMOND PARK SANDRA B FONSECA	31/01/2019	300.00
EF118700	99997	CHRISTMAS DECORATION WORKSHOP REBEKA COURTNEY HADDEN	31/01/2019	300.00
EF118701	99997	CROSSOVER REBATE 8GARNETRD REBEKA HADDEN ROSIELYN SOILS OREIRO	31/01/2019	300.00
EF118702	99997	CROSSOVER REBATE 34 MUDSTONE RD ROSIELYN ABHISHEK PURI	31/01/2019	300.00
EF118703	99997	CROSSOVERREBATE 86CLEMENTINEBVD ABHISHEK DANNY WU	31/01/2019	659.84
EF118704	99997	VOLUNTEER RE - IMBURSEMENT DANNY WU CHRISTOPHER JOHN BOYCE	31/01/2019	300.00
EF118705	99997	CROSSOVER CONTRIBUTION98 SAPPHIRE DRIVE CHRISTOPHER BATTEN	31/01/2019	50.00
EF118706	99997	COMPOST BIN REBATE - CHRISTOPHER BATTEN WALTER HUGHES	31/01/2019	50.00
EF118707	99997	COMPOST BIN REBATE - WALTER HUGHES CLAIRE KITLAR	31/01/2019	50.00
EF118708	99997	COMPOST BIN REBATE - CLAIRE KITLAR IAN JONES	31/01/2019	50.00
EF118709	99997	COMPOST BIN REBATE - IAN JONES KEVIN SWAN	31/01/2019	50.00
EF118710	99997	COMPOST BIN REBATE - KEVIN SWAN AARON THOMAS	31/01/2019	360.00
EF118711	99997	CPA MEMBERSHIP FEE 50% REIMBURSEMENT BEN HARRISON	31/01/2019	480.00
EF118712	99997	WATER WISE SCHEME 26 SAWLE RD LETHBRIDGE, HANNAH	31/01/2019	1,148.00
EF118713	99997	REIMBURSEMENT FEES - HANNAH LETHBRIDGE ADAM HALES	31/01/2019	50.00
EF118714	99997	COMPOST BIN REBATE TRACIE STREETS	31/01/2019	69.95
EF118715	99997	CONTRIBUTION - HEP A VAC - T STREET COCKBURN CITY SOCCER CLUB	31/01/2019	6,050.00
EF118716	99997	COMMUNITY GRANT - 20YR ANNIVERSARY FAMIL TERESA VERCOE	31/01/2019	39.95
EF118717	99997	COMPOST BIN REBATE - TERESA VERCOE YANGEBUP PROGRESS ASSOCIATION	31/01/2019	2,000.00
EF118718	99997	SMALL EVENTS SPONSORSHIP JOSEPHINE ELISE PEARSON	31/01/2019	300.00
EF118719	99997	GRANTS, DONATIONS & REFUNDS SOUTHERN LIONS RUGBY UNION CLUB RONAN O'	31/01/2019	4,400.00
		MINOR CAPITAL WORKS 2019/8376881		

EF118720	99997	SENIORS RECREATION COUNCIL HEALTHY LIFESTYLE EXPO 29 MARCH	31/01/2019	3,000.00
EF118721	99997	JOANNE GREENING STAFF RE-IMBURSEMENT - JOANNE GREENING	31/01/2019	45.00
EF118722	99997	MR. REGINALD NEWTON REQUEST TO PAY CLIENT - OVERCHARGED FEES	31/01/2019	252.00
EF118723	99997	ROBERT YOUNGMAN CROSSOVER CONTRIBUTION 2 KARBUNI PARADE	31/01/2019	300.00
EF118724	99997	CALEB CHENG CROSSOVER CONTRIBUTION	31/01/2019	300.00
EF118725	99997	JENNIFER PRIEMUS BIRD BATH REBATE	31/01/2019	32.50
EF118726	99997	BARBARA A BORGERS BIRD BATH REBATE	31/01/2019	49.50
EF118727	99997	GH & MJ FLEET REFUND OF VALUATION FEES	31/01/2019	1,200.00
EF118728	99997	JACQUELINE JOHNSON LANDOWNER BIODIVERSITY GRANT	31/01/2019	2,742.34
EF118729	99997	DAVID MANNING LANDOWNER BIODIVERSITY GRANT	31/01/2019	2,291.00
EF118730	99997	ANDREA/SIMON CARTER LANDOWNER BIODIVERSITY GRANT	31/01/2019	2,928.35
EF118731	99997	DAVID/DIANA BROWN LANDOWNER BIODIVERSITY GRANT	31/01/2019	3,000.00
EF118732	99997	FABIANA TARPINIAN BIRD BATH REBATE	31/01/2019	19.00
EF118733	99997	AQUA RESEARCH & MONITORING SERVICES REFUND OF 1 X ROTTNESST ISLAND FISH BOOK	31/01/2019	20.00
EF118734	99997	JOSEPHINE ELISE PEARSON CROSSOVER CONTRIBUTION	31/01/2019	300.00
EF118735	11758	WATER CORP UTILITY ACCOUNT ONLY - PLEASE REFER TO 11760 WHEN RAISING PO WATER USAGE / SUNDRY CHARGES	31/01/2019	20,202.11
EF118736	11760	WATER CORPORATION SEWER EASEMENT	31/01/2019	518.52
EF118737	11741	WESTERN AUSTRALIAN TREASURY CORPORATION LOAN REPAYMENTS	31/01/2019	70,455.48
EF118738	99997	FDC FDC PAYMENT WE 27/01/2019	31/01/2019	59,722.03
EF118739	99997	IHC IHC PAYMENT WE 27/01/19 LESS CANCELLED PAYMENTS:	31/01/2019	25,737.60
EF117502		JESSICA NOBLE	7/01/2019	-50.00
EF117531		DAVID RAVLICH	7/01/2019	-800.00
EF117593		DEPARTMENT OF HUMAN SERVICES	7/01/2019	-267.30
EF117576		SASHA ZHOYA	16/01/2019	-400.00
EF118090		REBECCA TIBBELS	16/01/2019	-150.00
EF117590		MIRROR AT THE ARCADE	22/01/2019	-100.00
EF118173		ATO DIRECT CREDIT ACCOUNT	24/01/2019	-1,148.00
PAYMENT LIST TOTAL				14,502,725.81
BANK FEES AND CREDIT CARD PAYMENTS:				
BANK FEES				
MERCHANT FEES COC				6783.54
MERCHANT FEES SLLC				90.88
MERCHANT FEES ARC				1984.29
MERCHANT FEES VARIOUS OUT CENTRES				96.56
NATIONAL BPAY CHARGE				4671.94
RTGS/ACLR FEE				
NAB TRANSACT FEE				1968.08
MERCHANDISE / OTHER FEES				
CBA CREDIT CARD PAYMENT				56204.09
				71799.38
PAYROLL PAYMENTS:				
COC14/11/18 Pmt 000130308772 City of Cockburn			9/01/2019	1349073.77
COC10/01/19 Pmt 000130378905 City of Cockburn			10/01/2019	522.02
COC10/01/19 Pmt 000130540358 City of Cockburn			14/01/2019	2398.25
COC18/01/19 Pmt 000131089460 City of Cockburn			23/01/2019	1377330.63
				2,729,324.67
TOTAL PAYMENTS				17,303,849.86

15.2 STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - JANUARY 2019

Author(s) N Mauricio

Attachments 1. Statement of Financial Activity - January 2019 [↓](#)

RECOMMENDATION

That Council:

- (1) adopt the Statement of Financial Activity and associated reports for January 2019, as attached to the Agenda; and
- (2) amend the 2018/19 Municipal Budget in accordance with the detailed schedule attached as follows:

Revenue	Increase	\$125,470
Expenditure	Increase	\$57,835
Transfer from Reserve	Increase	\$103,920
Transfer to Reserve	Increase	\$125,470
Net impact on Municipal budget surplus	Increase	\$46,085

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

Local Government (Financial Management) Regulations prescribe that a local government is to prepare each month a Statement of Financial Activity.

Regulation 34(2) requires the Statement of Financial Activity to be accompanied by documents containing:–

1. Details of the composition of the closing net current assets (less restricted and committed assets).
2. Explanation for each material variance identified between YTD budgets and actuals.
3. Any other supporting information considered relevant by the local government.

Regulation 34(4)(a) prescribes that the Statement of Financial Activity and accompanying documents be presented to Council within two months after the end of the month to which the statement relates.

The regulations require the information reported in the statement to be shown either by nature and type, statutory program or business unit.

The City chooses to report the information according to its organisational business structure, as well as by nature and type.

Local Government (Financial Management) Regulations - Regulation 34 (5) states "Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances."

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting and Council adopted at the July 2018 meeting to continue with a materiality threshold of \$200,000 for the 2018/19 financial year.

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted to Council each month (via this report) or included in the City's mid-year budget review, as deemed appropriate.

Submission

N/A

Report

Opening Funds

The City brought forward \$11.97 million in opening funds from the previous year (confirmed by audit), which included \$9.56 million of municipal funding committed to carried forward works and projects. The remaining uncommitted \$2.41 million was \$410,382 above the \$2.0 million surplus estimate in the 2018/19 adopted budget. The additional \$410,382 was transferred to the Community Infrastructure Reserve (in line with Council policy).

Closing Funds

The City's actual closing funds position for the month of \$66.67 million was \$5.94 million higher than the YTD budget. This result includes the annual rates revenue raised in July on an accrual basis and also reflects budget variances across the operating and capital programs as further detailed in this report.

The 2018/19 revised budget is currently showing a closing surplus of \$434,777 (up from \$15,400 in the adopted budget). A reconciliation of the changes is included at note 3 to the financial report and it is worth noting this figure has since been reduced by \$314,871 through the mid-year budget review adopted by Council at the February 2019 Ordinary Council meeting.

Operating Revenue

Operating revenue of \$132.83 million was ahead of YTD budget by \$0.87 million. A significant portion of the City's operating revenue is recognised in July upon the issue of annual rates and charges. The remaining revenue, largely comprising service fees, operating grants and contributions and interest earnings from investments, flows relatively uniformly over the remainder of the year.

The following table summarises the operating revenue budget performance by nature and type:

Nature or Type Classification	Actual Revenue \$M	Revised Budget YTD \$M	Variance to Budget \$M	FY Revised Budget \$M
Rates	101.87	101.43	0.43	103.70
Specified Area Rates	0.47	0.45	0.02	0.45
Fees & Charges	19.63	18.72	0.90	29.26
Operating Grants & Subsidies	6.48	7.37	(0.88)	10.78
Contributions, Donations, Reimbursements	0.80	0.83	(0.03)	1.41
Interest Earnings	3.59	3.16	0.44	4.99
Total	132.83	131.96	0.87	150.59

Material variance identified for the month included:

- Rates revenue was \$0.43 million ahead of YTD projections mostly due to part year rating on new and improved properties.
- Fees and Charges (\$0.90 million ahead of budget):
 - A \$0.35 million variance against YTD budget for Port Coogee marina fees is caused by timing issues in revenue recognition (fees received in advance); and
 - Landfill associated fees were \$0.26 million ahead of the YTD budget (\$3.51m v \$3.25m).
- Operating Grants & Subsidies (\$0.88 million behind budget):
 - Aged care services funding was \$0.23 million under YTD budget (timing issue).

- Child day care subsidies were down a net \$0.22 million YTD due to reduced in-home care services provided.
- Funding for the Roe 8 Rehabilitation project was \$0.60 million behind YTD budget, with spending also lagging the budget.
- Interest earned from invested funds was \$0.35 million ahead of the YTD budget primarily due to the greater size of the cash reserves holding.

Operating Expenditure

Operating expenditure (including asset depreciation) of \$83.50 million was under the YTD budget by \$4.81 million (\$5.17m last month).

The following table shows the operating expenditure budget variance at the nature and type level. The internal recharging credits reflect the amount of internal costs capitalised against the City's assets:

Nature or Type Classification	Actual Expenses \$M	Revised Budget YTD \$M	Variance to Budget \$M	FY Revised Budget \$M
Employee Costs - Direct	30.99	31.97	0.98	55.36
Employee Costs - Indirect	0.48	0.61	0.13	1.57
Materials and Contracts	22.96	26.70	3.74	44.78
Utilities	2.99	3.21	0.22	5.46
Interest Expenses	0.44	0.35	(0.09)	0.71
Insurances	1.58	1.49	(0.09)	1.49
Other Expenses	5.48	5.69	0.21	9.14
Depreciation (non-cash)	18.93	18.17	(0.76)	31.12
Amortisation (non-cash)	0.64	0.66	0.02	1.14
Internal Recharging-CAPEX	(0.99)	(0.55)	0.44	(0.97)
Total	83.50	88.32	4.81	149.79

- Material and Contracts (\$3.74 million under budget):

- The Roe 8 rehabilitation project budget was underspent by \$0.58 million;
- Environmental maintenance of reserves was \$0.25 million behind YTD budget.
- The Community Development business unit was \$0.75 million under YTD budget without any one service area triggering a \$0.20 million significant variance.
- Coastal related project spending was \$0.24 million under YTD budget.
- Cockburn ARC was showing a \$0.33 million underspend across their business for various service contracts and material costs; and
- Waste Collection contract spending was down \$0.34 million, mainly due to lower RRRC entry fees (\$0.18 million under YTD budget).
- Employee Costs – Direct (\$0.98 million under budget):
 - Parks maintenance salaries were \$0.32 million (11.4%) under the YTD budget.
 - Salaries for aged & disabled - home care packages were \$0.24 million under YTD budget.
- Other Expenses:
 - The Grants and Donations budget was running \$0.50 million behind the YTD budget setting (\$0.52m last month).
- Depreciation (\$0.76 million over budget):
 - Depreciation on Parks Equipment assets is exceeding YTD budget by \$0.32 million due to \$12 million in new assets being capitalised at 2017/18 financial year end. This was addressed in the mid-year budget review.

Capital Expenditure

The City's adopted budget capital budget of \$40.92 million has increased to \$65.20 million primarily due to the addition of carried forward works and projects. To the end of the month, actual spending of \$19.79 million was \$5.45 million under the YTD budget setting.

The following table details this budget variance by asset class:

Asset Class	YTD Actuals \$M	YTD Budget \$M	YTD Variance \$M	Revised Budget \$M	Commit Orders \$M
Roads Infrastructure	9.80	7.84	(1.96)	21.50	2.68
Drainage	0.36	0.67	0.31	1.90	0.08
Footpaths	0.74	1.12	0.39	1.89	0.03
Parks Infrastructure	3.67	6.31	2.64	13.60	1.77
Landfill Infrastructure	0.12	0.28	0.16	0.54	0.16
Freehold Land	0.30	0.37	0.06	0.66	0.00
Buildings	3.27	4.68	1.42	16.99	5.97
Furniture & Equipment	0.02	0.03	0.01	0.05	0.04
Information Technology	0.41	1.31	0.90	2.22	0.22
Plant & Machinery	0.55	1.77	1.22	4.31	2.43
Marina Infrastructure	0.55	0.86	0.31	1.55	0.07
Total	19.79	25.24	5.45	65.20	13.44

Significant project budget variances recorded for the month are detailed below:

- Roads Infrastructure (over by \$1.96 million):
 - Spearwood Ave Bridge & Duplication exceeded YTD budget by \$2.52 million as the project is ahead of schedule (timing issue).
 - Verde Drive construction was \$0.99 million over its project budget and this issue was addressed at the mid-year budget review.
 - Bicycle Network – West was \$0.37 million underspent (against \$0.46 million YTD/full year budget)
 - North Lake Road (Phoenix to Bibra) underspent by \$0.23 million (timing issue).
 - Beeliar Drive (Poletti Rd to Lakeridge Dr) underspent by \$0.21 million (timing issue).
 - Spearwood Avenue/Rockingham Road upgrade underspent by \$0.21 million (timing issue).

- Drainage Infrastructure program was \$0.31m underspent against YTD budget.
- Footpath (New & Renewal) program was \$0.38 million behind the YTD budget.
- Parks Infrastructure (under by \$2.64 million) - comprised of many projects with the only significant variance coming from the landscaping of lot 7 Cockburn Central at \$0.20 million (no longer required as part of land swap with Landcorp and addressed in mid-year review).
- Buildings (under by \$1.42 million) - Operations Centre upgrade (stage 2) is \$0.38 million under YTD budget.
- Information Technology (under by \$0.90 million) – IT related software and hardware project initiatives were collectively \$0.97 million below YTD budget; and
- Plant & Machinery (under by \$1.22 million) – light fleet replacement program was \$0.58 million under YTD budget and the heavy plant \$0.64 million under.
- Marina Infrastructure (under by \$0.31 million) – the Port Coogee Marina day visitor jetty walkway project was under YTD budget by \$0.22 million.

Capital Funding

Capital funding sources are highly correlated to capital spending, the sale of assets and the rate of development within the City (determining developer contributions received).

Material variances for the month included:

- Developer Contribution Plans (over YTD budget by \$1.10 million):
 - \$1.77 million contribution received for DCP 14 – Cockburn Coast for aged care facility development.
 - DCP 13 Community Infrastructure was \$0.36 million under the YTD target budget of \$2.62 million.
 - No funds yet received for Muriel Court DCP 11 against YTD budget of \$0.31million.
 - Contributions for the Success North DCA exceeded YTD budget by \$0.17 million.

- Asset Development Contributions (non-Government) - \$0.25 million development contribution towards Lakelands Hockey Facilities construction project received ahead of YTD budget (timing issue).

Reserve Transfers

- Transfers from reserves of \$12.91 million were \$5.43 million below YTD budget. This mainly comprised funding for the capital program behind by \$4.53 million;
- Transfers to Reserve were up against YTD budget by \$1.91 million overall. This included developer contributions received (up by \$1.10 million), transfers from land sales (up by \$0.50 million) and transfers of interest revenue into reserves (up by \$0.36 million).

Cash & Investments

The closing cash and financial investment holding at month's end totalled \$182.50 million, slightly down from \$184.38 million the previous month. \$129.27 million of this balance was held for the City's financial reserves (up from \$124.65 million last month). The remaining \$53.23 million represented municipal funds available to meet the operational liquidity requirements for the remainder of the financial year.

Investment Performance, Ratings and Maturity

The City's investment portfolio yielded a weighted annualised return of 2.80 percent for the month (up marginally on 2.79 percent last month). This exceeded the target rate of 2.60 percent (RBA cash rate of 1.50 percent plus 1.10 percent) by 0.20 percent. Interest earnings on the investment portfolio were \$2.91 million, \$0.35 million than the YTD budget of \$2.56 million. This was due to the high balance of financial reserves invested.

The cash rate was most recently reduced at the August 2016 meeting of the Reserve Bank of Australia (by 25bp to 1.50 percent). Financial markets have now priced in a reduction to interest rates of up to 0.50 percent within the next year. This scenario would impact the City's interest revenue for the 2019-20 budget and will be budgeted conservatively.

The majority of investments are currently held in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian and foreign owned banks. All current investments comply with the Council's Investment Policy, other than those made under previous statutory provisions (grandfathered by the updated legislation).

The City's TD investments fall within the following Standard and Poor's short term risk rating categories. During the month, the A-2 holding increased from 43.77 percent to 53.54 percent, although still comfortably below the policy limit of 60 percent. The investment portfolio met all Council policy compliance requirements at month end.

FIIG Portfolio Limits

Compliant ☒
City of Cockburn
31 Jan 2019

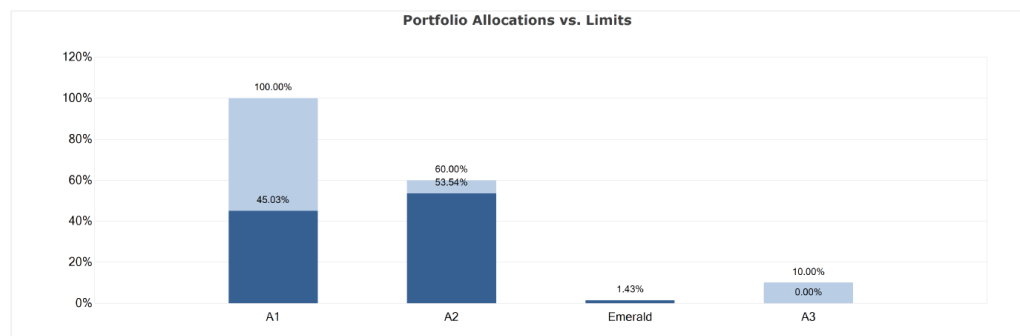


Figure 1: Portfolio allocations compared to Investment Policy limits

The current investment strategy seeks to secure the highest possible rate on offer (up to 12 months for term deposits), subject to cash flow planning and investment policy requirements. Best value is currently being derived within the six to nine month investment range.

The City's TD investment portfolio had an average remaining duration of 139 days or 4.5 months, slightly down from 154 days the previous month. The maturity profile of the City's TD investments is graphically depicted below, showing sufficient maturities in the zero-90 days range to meet liquidity requirements:

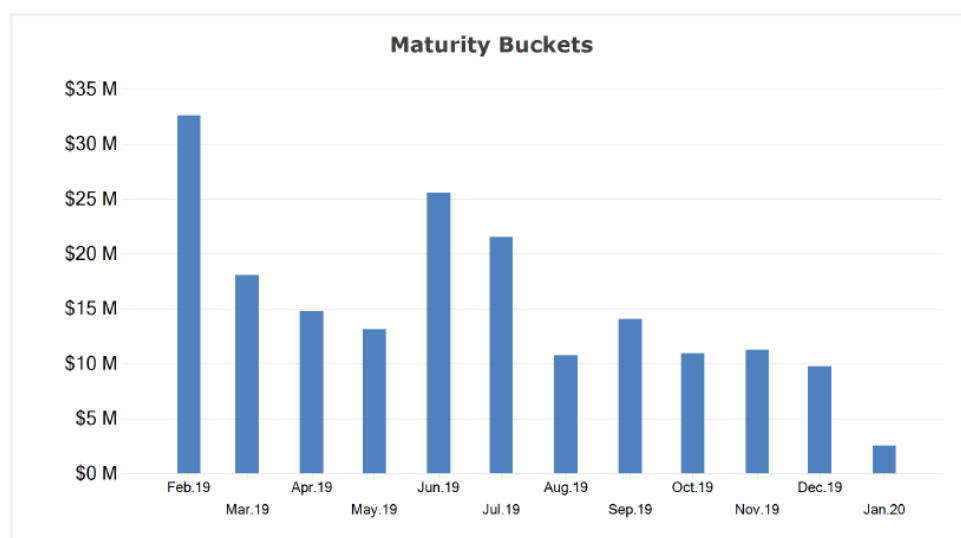


Figure 2: Council Investment Maturity Profile

Investment in Fossil Fuel Free Banks

At month end, the City held 47.8 percent of its TD investment portfolio with banks deemed free from funding fossil fuel related industries (down from 49.6 percent last month). The amount invested with fossil fuel free banks will fluctuate month to month in line with policy limits and the deposit rates available at time of placement.

Rates Debt Recovery

At month's end, the City had collected \$103.50 million (81.7 percent) of the \$126.69 million levied (inclusive of prior year balances and YTD part year rating), with \$23.19 million still to collect from remaining instalments and payment arrangements. 462 properties owing a total of \$1.68 million were subject to legal recovery processes.

Budget Amendments

There were a number of budget amendments identified during the month that require Council adoption. These items are:

- Sale of Lot 203 Railway Parade for \$125,470 (funds transferred into the Land Development Reserve)
- Increase in costs for reviewing DCA project costs of \$57,835
- Total DCA project review costs of \$103,920 to be recouped to the Municipal fund from DCA reserve funds.
- Replace plant & equipment in staff lunch room \$8,000 (funded from Contingency Fund).

The financial report attached includes a detailed schedule of the proposed budget changes and the associated funding sources.

Description of Graphs & Charts

There is a bar graph tracking Business Unit operating expenditure against budget. This provides a quick view of how the different units are tracking and the comparative size of their budgets.

The Capital Expenditure graph tracks the YTD capital spends against the budget. It also includes an additional trend line for the total of YTD actual expenditure and committed orders. This gives a better indication of how the capital budget is being exhausted, rather than just purely actual cost alone.

A liquidity graph shows the level of Council's net current position (adjusted for restricted assets) and trends this against previous years. This gives a good indication of Council's capacity to meet its financial

commitments over the course of the year. Council's overall cash and investments position is provided in a line graph with a comparison against the YTD budget and the previous year's position at the same time.

Pie charts included show the break-up of actual operating income and expenditure by nature and type and the make-up of Council's current assets and liabilities (comprising the net current position).

Trust Fund

At month end, the City held \$11.91 million within its trust fund (up from \$11.48 million last month). \$6.20 million was related to POS cash in lieu and another \$5.71 million in various cash bonds and refundable deposits.

Strategic Plans/Policy Implications

Leading & Listening

Deliver sustainable governance through transparent and robust policy and processes

Listen to and engage with our residents, business community and ratepayers with greater use of social media

Budget/Financial Implications

The 2018/19 revised budget surplus will increase by \$46,085 following the adoption of the budget amendments contained in this report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Council's adopted budget for revenue, expenditure and closing financial position will be misrepresented if the recommendation amending the City's budget is not adopted.

Advice to Proponent(s)/Submissioners

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 January 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget		Revised Budget	Adopted Budget
	\$	\$	%	\$		\$	\$
Operating Revenue							
Financial Services	107,192,389	106,346,856	1%	845,533 ✓		111,499,815	113,414,800
Information Services	909	875	4%	34		1,500	1,500
Human Resource Management	181,788	170,329	7%	11,460		292,000	292,000
Library Services	29,960	31,702	-5%	(1,742)		54,346	54,346
Recreation & Community Safety	7,915,548	7,750,781	2%	164,767		13,225,760	13,184,010
Community Development & Services	5,446,967	5,836,237	-7%	(389,270) ✗		8,642,839	8,500,008
Corporate Communications	24,245	104,350	-77%	(80,105)		120,865	120,865
Governance & Risk	1,819	467	290%	1,352		800	800
Statutory Planning	546,339	531,167	3%	15,172		977,000	977,000
Strategic Planning	2,304,109	2,178,482	6%	125,627		3,339,892	3,087,944
Building Services	786,345	790,251	0%	(3,906)		1,263,000	1,263,000
Environmental Health	275,848	277,875	-1%	(2,027)		323,500	323,500
Waste Services	6,403,890	6,104,164	5%	299,726 ✓		8,411,749	8,130,049
Parks & Environmental Services	492,272	1,010,199	-51%	(517,927) ✗		1,019,080	1,019,080
Engineering Services	136,433	120,580	13%	15,853		286,709	286,709
Infrastructure Services	945,559	554,222	71%	391,338 ✓		976,000	961,000
	132,832,682	131,958,537	1%	874,145		150,594,855	151,616,611
Total Operating Revenue	132,832,682	131,958,537	1%	874,145		150,594,855	151,616,611
Operating Expenditure							
Governance	(1,849,045)	(1,825,222)	1%	(23,823)		(3,450,424)	(3,660,479)
Strategy & Civic Support	(597,097)	(675,949)	-12%	78,852		(1,146,001)	(1,146,001)
Financial Services	(4,384,767)	(4,185,066)	5%	(199,701)		(6,165,893)	(6,082,779)
Information Services	(3,271,428)	(3,457,646)	-5%	186,218		(5,654,507)	(5,627,001)
Human Resource Management	(1,623,781)	(1,716,850)	-5%	93,069		(2,947,112)	(2,853,188)
Library Services	(2,084,872)	(2,328,476)	-10%	243,604 ✓		(3,918,933)	(3,896,274)
Recreation & Community Safety	(9,078,188)	(9,646,286)	-6%	568,099 ✓		(16,493,906)	(16,391,491)
Community Development & Services	(6,623,870)	(8,137,196)	-19%	1,513,326 ✓		(13,179,568)	(12,429,539)
Corporate Communications	(1,843,965)	(2,248,727)	-18%	404,763 ✓		(3,990,774)	(3,880,774)
Governance & Risk	(340,267)	(284,491)	20%	(55,777)		(479,330)	(479,330)
Statutory Planning	(704,139)	(797,383)	-12%	93,244		(1,435,141)	(1,435,141)
Strategic Planning	(1,384,482)	(1,212,963)	14%	(171,519)		(1,956,008)	(1,941,496)
Building Services	(900,779)	(915,916)	-2%	15,137		(1,637,643)	(1,637,643)
Environmental Health	(1,013,051)	(1,129,092)	-10%	116,041		(1,929,160)	(1,923,740)
Waste Services	(11,372,603)	(11,545,196)	-1%	172,593		(19,941,355)	(19,593,906)
Parks & Environmental Services	(7,564,017)	(8,862,763)	-15%	1,298,745 ✓		(15,411,157)	(15,210,682)
Engineering Services	(4,470,643)	(4,580,643)	-2%	110,000		(7,937,632)	(7,881,865)
Infrastructure Services	(5,816,518)	(6,482,072)	-10%	665,554 ✓		(10,829,578)	(10,664,608)
	(64,923,512)	(70,031,936)	-7%	5,108,424		(118,504,122)	(116,735,938)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 January 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Less: Net Internal Recharging	988,706	547,073	81%	441,633 ✓	974,082	986,570
Add: Depreciation & Amortisation on Non-Current Assets						
Computer Equipment	(715,779)	(589,526)	21%	(126,253)	(1,010,616)	(1,010,616)
Furniture and Equipment	(217,134)	(221,529)	-2%	4,395	(379,764)	(379,764)
Plant & Machinery	(1,940,549)	(1,876,938)	3%	(63,611)	(3,197,550)	(3,197,550)
Buildings	(3,716,069)	(3,591,196)	3%	(124,873)	(6,156,336)	(6,156,336)
Infrastructure - Roads	(6,773,698)	(6,632,045)	2%	(141,653)	(11,369,220)	(11,369,220)
Infrastructure - Drainage	(1,541,653)	(1,521,569)	1%	(20,084)	(2,608,404)	(2,608,404)
Infrastructure - Footpaths	(816,604)	(822,710)	-1%	6,106	(1,410,360)	(1,410,360)
Infrastructure - Parks Equipment	(2,650,143)	(2,331,210)	14%	(318,933) ✗	(3,996,360)	(3,996,360)
Landfill Infrastructure	(641,204)	(664,580)	-4%	23,376	(1,139,280)	(1,139,280)
Marina Infrastructure	(557,124)	(579,313)	-4%	22,189	(993,108)	(993,108)
	(19,569,956)	(18,830,616)	4%	(739,340)	(32,260,998)	(32,260,998)
Total Operating Expenditure	(83,504,761)	(88,315,479)	-5%	4,810,718	(149,791,038)	(148,010,366)
Change in Net Assets Resulting from Operations	49,327,921	43,643,058	13%	5,684,863	803,816	3,606,245
Non-Operating Activities						
Profit/(Loss) on Assets Disposal						
Plant and Machinery	49,826	(250,742)	-120%	300,568 ✓	(376,772)	(410,272)
Freehold Land	4,114,984	3,444,400	19%	670,584 ✓	10,496,400	2,170,000
Buildings	(31,865)	-	0%	(31,865)	-	-
	4,132,945	3,193,658	29%	939,287	10,119,628	1,759,728
Capital Expenditure						
Computer Equipment	(409,833)	(1,306,383)	-69%	896,550 ✓	(2,218,728)	(1,063,280)
Furniture and Equipment	(21,225)	(33,500)	-37%	12,275	(50,000)	(30,000)
Plant & Machinery	(549,873)	(1,771,647)	-69%	1,221,774 ✓	(4,305,000)	(4,161,000)
Land	(301,094)	(365,180)	-18%	64,086	(657,387)	-
Buildings	(3,268,073)	(4,684,345)	-30%	1,416,272 ✓	(16,985,020)	(9,362,800)
Infrastructure - Roads	(9,797,757)	(7,838,955)	25%	(1,958,802) ✗	(21,500,565)	(14,162,636)
Infrastructure - Drainage	(360,287)	(665,936)	-46%	305,649 ✓	(1,899,312)	(1,218,300)
Infrastructure - Footpaths	(735,781)	(1,121,631)	-34%	385,850 ✓	(1,893,461)	(1,187,072)
Infrastructure - Parks Equipment	(2,903,945)	(5,039,449)	-42%	2,135,504 ✓	(11,072,166)	(5,847,000)
Infrastructure - Parks Landscaping	(770,317)	(1,273,532)	-40%	503,215 ✓	(2,529,237)	(1,980,000)
Landfill Infrastructure	(119,880)	(282,706)	-58%	162,826	(538,083)	(360,000)
Note 1.	(19,791,780)	(25,244,265)	-22%	5,452,485	(65,198,959)	(40,922,088)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 31 January 2019

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Add: Land - Vested in Crown	(98,244)	-	0%	(98,244)	-	-
Add: Transfer to Reserves	(23,156,853)	(21,249,203)	9%	(1,907,650) X	(50,147,394)	(31,528,907)
Add Funding from						
Non-Operating Grants and Subsidies	6,299,750	6,771,979	-7%	(472,229) X	10,304,447	7,341,695
Non-Government Contributions	861,052	442,727	94%	418,325 ✓	2,922,215	2,792,000
Developers Contributions Plans: Cash	4,846,294	3,747,528	29%	1,098,766 ✓	5,910,000	5,910,000
Proceeds on Sale of Assets	4,890,949	4,717,900	4%	173,049	12,246,900	3,887,000
Reserves	12,910,934	18,346,651	-30%	(5,435,718) X	41,865,259	17,168,457
	29,808,978	34,026,785	-12%	(4,217,808)	73,248,821	37,099,152
Non-Cash/Non-Current Item Adjustments						
Depreciation on Assets	18,928,752	18,166,036	4%	762,716 X	31,121,718	31,121,718
Amortisation on Assets	641,204	664,580	-4%	(23,376)	1,139,280	1,139,280
Profit/(Loss) on Assets Disposal	(4,132,945)	(3,193,658)	29%	(939,287) ✓	(10,119,628)	(1,759,728)
Loan Repayments	(1,250,000)	(1,250,000)	0%	-	(2,500,000)	(2,500,000)
Non-Current Leave Provisions	239,259	-	0%	239,259 X	-	-
Deferred Pensioners Adjustment	51,997	-	0%	51,997	-	-
	14,478,267	14,386,958	1%	91,309	19,641,370	28,001,270
Opening Funds	11,967,494	11,967,494	0%	(0)	11,967,494	2,000,000
Closing Funds	66,668,727	60,724,486	10%	5,944,240	434,777	15,400
	-	-	-	-	-	-

Note 2, 3.

Notes to Statement of Financial Activity

Note 1.

Additional information on the capital works program including committed orders at end of month:

Assets Classification	Actuals \$	Commitments at Month End \$	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget \$	Uncommitted at Month End \$
Computer Equipment	(409,833)	(202,635)	(612,468)	(1,306,383)	(2,218,728)	1,606,260
Furniture and Equipment	(21,225)	-	(21,225)	(33,500)	(50,000)	28,775
Plant & Machinery	(549,873)	(2,379,218)	(2,929,091)	(1,771,647)	(4,305,000)	1,375,909
Land	(301,094)	-	(301,094)	(365,180)	(657,387)	356,293
Buildings	(3,268,073)	(7,030,076)	(10,298,149)	(4,684,345)	(16,985,020)	6,686,871
Infrastructure - Roads	(9,797,757)	(2,865,174)	(12,662,931)	(7,838,955)	(21,500,565)	8,837,634
Infrastructure - Drainage	(360,287)	(57,001)	(417,288)	(665,936)	(1,899,312)	1,482,024
Infrastructure - Footpaths	(735,781)	(24,240)	(760,021)	(1,121,631)	(1,893,461)	1,133,440
Infrastructure - Parks Equipment	(2,903,945)	(1,413,894)	(4,317,840)	(5,039,449)	(11,072,166)	6,754,326
Infrastructure - Parks Landscaping	(770,317)	(357,914)	(1,128,231)	(1,273,532)	(2,529,237)	1,401,006
Landfill Infrastructure	(119,880)	(174,731)	(294,611)	(282,706)	(538,083)	243,472
Marina Infrastructure	(553,714)	(52,935)	(606,649)	(861,000)	(1,550,000)	943,351
	(19,791,780)	(14,557,818)	(34,349,597)	(25,244,265)	(65,198,959)	30,849,362

Note 2.

Closing Funds in the Financial Activity Statement are represented by:

	Actuals \$	YTD Revised Budget \$	Full Year Revised Budget \$	Adopted Budget \$
Current Assets				
Cash & Investments	181,485,017	190,061,358	113,947,104	126,585,931
Rates Outstanding	25,423,377	3,500,000	3,500,000	3,500,000
Rubbish Charges Outstanding	135,142	-	-	-
Sundry Debtors	4,875,312	3,200,000	3,200,000	3,200,000
GST Receivable	1,474,207	-	-	-
Prepayments	182,783	-	-	-
Accrued Debtors	832,784	-	-	-
Stock on Hand	(5,280)	-	-	-
	214,403,342	196,761,358	120,647,104	133,285,931
Current Liabilities				
Creditors	(9,502,256)	(7,500,000)	(7,898,311)	(7,898,311)
Income Received in Advance	(1,223,087)	(1,400,000)	(1,400,000)	(1,400,000)
GST Payable	(2,235,842)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(3,906,954)	(4,000,000)	(4,000,000)	(4,000,000)
Provision for Long Service Leave	(2,609,004)	(2,400,000)	(2,400,000)	(2,400,000)
	(19,477,143)	(15,300,000)	(15,698,311)	(15,698,311)
Net Current Assets	194,926,199	181,461,358	104,948,792	117,587,620
Add: Non Current Investments	1,013,051	1,100,000	1,100,000	1,100,000
	195,939,250	182,561,358	106,048,792	118,687,620
Less: Restricted/Committed Assets				
Cash Backed Reserves #	(129,270,524)	(121,836,871)	(127,216,455)	(118,672,220)
Deposits & Bonds Liability *	-	-	-	-
	66,668,727	60,724,486	(21,167,662)	15,400
Closing Funds (as per Financial Activity Statement)	66,668,727	60,724,486	(21,167,662)	15,400

See attached Reserve Fund Statement

* See attached Restricted Funds Analysis

Note 3.

Amendments to original budget since budget adoption. Surplus/(Deficit)

Ledger	Project/ Activity	Description	Council Resolution	Classification	Non Change (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended budget Running Balance
					\$	\$	\$	\$
Budget Adoption		Closing Funds Surplus(Deficit)						15,400
GL	235	Cockburn Parenting Service - minor income	OCM13/9/18	Income		500		15,900
GL	105	Increase in FAGS payment	OCM11/10/18	Income		85,977		101,877
OP	6830	New lease income from 159 Phoenix Road	OCM08/11/18	Income		9,000		110,877
								110,877
GL	836	Fuel royalty at the Marina	OCM13/12/18	Income		10,000		120,877
GL	790	Income and expenditure for the new EV Station	OCM13/12/18	Income		2,200		123,077
OP	8591	Better Bins milestone grant	OCM13/12/18	Income		281,700		404,777
		Increased contribution and expenditure for Report/Business						
OP	9008	Development	OCM13/12/18	Income		30,000		434,777
Closing Funds Surplus (Deficit)					0	419,377	0	434,777

Statement of Comprehensive Income *by Nature and Type*

for the period ended 31 January 2019

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
OPERATING REVENUE						
01 Rates	101,865,443	101,433,852	431,591	104,131,591	103,700,000	103,700,000
02 Specified Area Rates	465,784	450,000	15,784	465,784	450,000	450,000
05 Fees and Charges	19,625,411	18,721,826	903,585	30,159,645	29,256,060	28,988,612
10 Grants and Subsidies	6,484,527	7,365,305	(880,778)	9,903,860	10,784,638	12,233,842
15 Contributions, Donations and Reimbursements	798,191	831,921	(33,730)	1,375,959	1,409,689	1,249,689
20 Interest Earnings	3,593,325	3,155,633	437,693	5,432,160	4,994,467	4,994,467
25 Other revenue and Income	-	-	-	-	-	-
Total Operating Revenue	132,832,682	131,958,537	874,145	151,469,000	150,594,855	151,616,611
OPERATING EXPENDITURE						
50 Employee Costs - Salaries & Direct Oncosts	(30,993,450)	(31,972,858)	979,408	(54,378,724)	(55,358,132)	(55,123,882)
51 Employee Costs - Indirect Oncosts	(477,124)	(609,795)	132,671	(1,441,477)	(1,574,147)	(1,571,447)
55 Materials and Contracts	(22,961,849)	(26,703,023)	3,741,175	(41,036,550)	(44,777,725)	(43,245,692)
65 Utilities	(2,991,761)	(3,213,071)	221,311	(5,238,474)	(5,459,785)	(5,460,583)
70 Interest Expenses	(440,123)	(354,473)	(85,651)	(794,596)	(708,945)	(708,945)
75 Insurances	(1,578,683)	(1,485,000)	(93,683)	(1,578,683)	(1,485,000)	(1,485,000)
80 Other Expenses	(5,480,522)	(5,693,716)	213,195	(8,927,194)	(9,140,388)	(9,140,388)
85 Depreciation on Non Current Assets	(18,928,752)	(18,166,036)	(762,716)	(31,884,434)	(31,121,718)	(31,121,718)
86 Amortisation on Non Current Assets	(641,204)	(664,580)	23,376	(641,204)	(1,139,280)	(1,139,280)
Add Back: Indirect Costs Allocated to Capital Works	988,706	547,073	441,633	1,415,715	974,082	986,570
Total Operating Expenditure	(83,504,761)	(88,315,479)	4,810,718	(144,505,621)	(149,791,038)	(148,010,366)
CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES	49,327,921	43,643,058	5,684,863	6,963,379	803,816	3,606,245
NON-OPERATING ACTIVITIES						
11, 16 Non-Operating Grants, Subsidies and Contributions	7,160,801	7,214,706	(53,905)	13,172,757	13,226,662	10,133,695
18 Developers Contributions Plans: Cash	4,846,294	3,747,528	1,098,766	7,008,766	5,910,000	5,910,000
95 Profit/(Loss) on Sale of Assets	4,132,945	3,193,658	939,287	4,132,945	10,119,628	1,759,728
Total Non-Operating Activities	16,041,795	14,155,892	1,885,904	24,216,224	29,256,290	17,803,423
NET RESULT	65,369,716	57,798,950	7,570,766	31,179,602	30,060,106	21,409,668

Notes to Statement of Comprehensive Income

Note 1.

Additional information on main sources of revenue in fees & charges.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
<u>Recreation & Community Safety</u>				
Recreational Services	359,315	346,255	593,580	593,580
Law and Public Safety	421,659	346,598	465,596	465,596
Cockburn ARC	6,569,583	6,597,670	11,152,830	11,152,830
	7,350,556	7,290,523	12,212,006	12,212,006
<u>Waste Services:</u>				
Waste Collection Services	2,598,657	2,566,032	2,647,216	2,647,216
Waste Disposal Services	3,511,427	3,254,364	5,479,288	5,479,288
	6,110,084	5,820,396	8,126,504	8,126,504
<u>Infrastructure Services:</u>				
Port Coogee Marina	914,145	550,722	965,000	955,000
	914,145	550,722	965,000	955,000
	14,374,784	13,661,640	21,303,509	21,293,509

Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(1,426,711)	(1,414,429)	(2,451,261)	(2,451,261)
Finance & Corporate Services Division	(4,479,426)	(4,447,760)	(7,631,029)	(7,437,105)
Governance & Community Services Division	(11,541,292)	(12,062,066)	(21,037,778)	(20,997,452)
Planning & Development Division	(3,149,580)	(3,382,623)	(5,754,016)	(5,754,016)
Engineering & Works Division	(10,396,441)	(10,665,979)	(18,484,048)	(18,484,048)
	(30,993,450)	(31,972,858)	(55,358,132)	(55,123,882)

Note 3

Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Services	(897,531)	(976,341)	(1,866,278)	(2,076,333)
Finance & Corporate Services Division	(2,353,096)	(2,573,643)	(3,963,270)	(3,952,650)
Governance & Community Services Division	(6,701,074)	(8,226,851)	(13,601,795)	(12,658,920)
Planning & Development Division	(765,474)	(618,038)	(1,033,323)	(1,013,391)
Engineering & Works Division	(12,244,674)	(14,308,150)	(24,313,059)	(23,544,399)
Not Applicable	0	0	0	0
	(22,961,849)	(26,703,023)	(44,777,725)	(43,245,692)

City of Cockburn - Reserve Funds

Financial Statement for Period Ending 31 January 2019

<i>Account Details</i>	<i>Opening Balance</i>		<i>Interest Received</i>		<i>t/t's from Municipal</i>		<i>t/t's to Municipal</i>		<i>Closing Balance</i>	
	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>	<i>Budget</i>	<i>Actual</i>
<i>Council Funded</i>										
Bibra Lake Management Plan	601,791	601,791	11,324	7,992	-	-	(100,000)	(4,208)	513,115	605,575
Carry Forward Projects	3,618,392	3,618,392	-	-	9,557,112	9,557,112	(10,938,249)	(5,059,675)	2,237,255	8,115,829
Cockburn ARC Building Maintenance	2,010,608	2,010,608	53,573	26,701	-	-	-	-	2,064,181	2,037,309
Cockburn Coast SAR	897	897	-	57	-	-	(9,872)	(182)	(8,975)	773
Community Infrastructure	14,879,832	14,879,832	127,034	197,174	7,410,382	410,382	(5,525,836)	(274,324)	16,891,412	15,213,065
Community Surveillance	903,958	903,958	23,842	11,233	200,000	-	(359,238)	(145,757)	768,562	769,434
Environmental Offset	304,512	304,512	8,033	4,044	-	-	-	-	312,545	308,555
Greenhouse Action Fund	420,432	420,432	10,790	5,583	200,000	-	(81,000)	-	550,222	426,016
HWRP Post Closure Management & Contaminated	2,324,206	2,324,206	50,489	30,860	-	-	(135,000)	(997)	2,239,695	2,354,069
Information Technology	206,565	206,565	8,388	2,532	200,000	-	(121,250)	(56,174)	293,703	152,924
Insurance	1,246,137	1,262,819	8,801	20,759	550,000	550,000	(75,000)	(28,713)	1,729,938	1,804,865
Land Development and Investment Fund	3,756,615	3,756,615	256,447	58,579	11,679,149	5,081,774	(3,006,899)	(167,662)	12,685,312	8,729,305
Major Building Refurbishment	13,093,407	13,093,407	147,574	173,866	1,500,000	-	(175,000)	-	14,565,981	13,267,273
Municipal Elections	79,037	79,037	2,977	1,050	-	-	-	-	82,014	80,087
Naval Base Shacks	1,078,013	1,078,013	24,153	14,316	30,635	-	-	-	1,132,801	1,092,330
Plant & Vehicle Replacement	9,373,858	9,354,672	115,183	123,130	3,350,000	-	(3,539,500)	(391,161)	9,299,541	9,086,641
Port Coogee Marina Assets Replacement	285,423	285,423	-	3,790	1,000,000	-	-	-	1,285,423	289,213
Port Coogee Special Maintenance - SAR	1,629,721	1,418,130	28,417	20,668	380,000	376,879	(206,833)	(184,922)	1,831,305	1,630,755
Port Coogee Waterways - SAR	92,022	92,022	8,852	1,760	70,000	88,905	(50,000)	-	120,874	182,688
Port Coogee Waterways - WEMP	1,763,151	1,763,151	43,009	22,722	-	-	(593,533)	(276,998)	1,212,627	1,508,875
Roads & Drainage Infrastructure	15,446,223	15,446,223	81,300	194,160	2,000,000	-	(5,069,894)	(2,224,035)	12,457,629	13,416,349
Staff Payments & Entitlements	1,709,732	1,709,732	47,023	21,354	125,000	-	(190,000)	(173,263)	1,691,755	1,557,823
Waste & Recycling	14,136,202	14,136,202	363,713	187,091	1,100,000	-	(598,083)	(112,155)	15,001,832	14,211,137
Waste Collection	2,092,296	2,092,296	66,093	27,246	1,400,000	-	(91,207)	(8,201)	3,467,182	2,111,341
Welfare Redundancies	42,634	42,634	797	566	-	-	-	-	43,431	43,200
POS Cash in Lieu (Restricted Funds)	-	-	-	-	-	-	-	-	-	-
	91,095,664	90,881,570	1,487,812	1,157,234	40,752,278	16,065,052	(30,866,394)	(9,108,426)	102,469,360	98,995,430
<i>Grant Funded</i>										
Aged and Disabled Asset Replacement	191,003	191,003	8,628	2,537	81,645	81,645	-	-	281,276	275,185
CIHCF Building Maintenance	6,150,813	6,150,813	5,641	85,256	1,456,941	740,821	-	-	7,613,395	6,976,889
Family Day Care Accumulation Fund	30,674	30,675	-	363	-	-	-	-	30,674	31,037
Naval Base Shack Removal	528,000	528,000	10,822	7,012	56,000	-	-	-	594,822	535,011
Restricted Grants & Contributions	4,398,719	4,532,938	-	-	-	-	(4,043,573)	(3,704,689)	355,146	828,249
Underground Power - Service Charge	-	0	-	-	-	-	-	-	-	0
Welfare Projects Employee Entitlements	506,148	708,130	9,223	9,066	-	-	(11,510)	(11,510)	503,861	705,686
	11,805,357	12,141,558	34,314	104,233	1,594,586	822,466	(4,055,083)	(3,716,199)	9,379,174	9,352,057
<i>Development Cont. Plans</i>										
Cockburn Coast DCP14	(112,255)	(112,255)	-	(1,491)	-	1,793,383	(40,961)	-	(153,216)	1,679,638
Community Infrastructure DCP 13	5,714,253	5,714,253	231,370	88,483	4,500,000	2,238,610	(6,843,291)	-	3,602,332	8,041,346
Hammond Park DCP	2,742,378	2,742,378	24,032	37,009	500,000	266,815	(6,885)	-	3,259,525	3,046,202
Munster Development	1,260,069	1,260,069	21,830	16,734	80,000	-	(8,321)	(1,729)	1,353,578	1,275,073

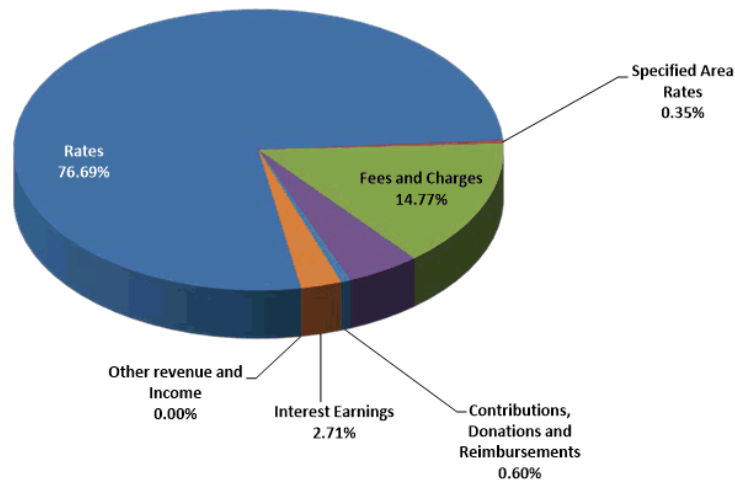
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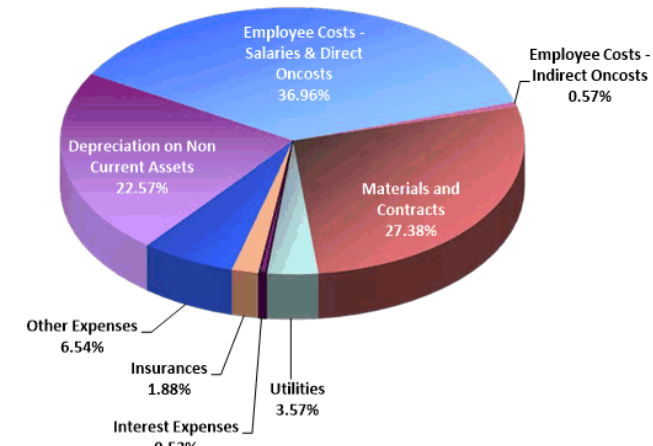
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Muriel Court Development Contribution	257,613	257,613	179	3,421	350,000	-	(11,738)	(8,647)	596,054	252,388
Packham North - DCP 12	15,021	15,021	1,146	510	100,000	106,748	(9,379)	(39,297)	106,788	82,983
Solomon Road DCP	639,757	639,757	16,500	8,496	-	-	(5,511)	(1,729)	650,746	646,523
Success Nth Development Cont. Plans	3,282,848	3,282,848	40,540	44,672	30,000	202,432	(3,776)	(865)	3,349,612	3,529,088
Thomas St Development Cont. Plans	13,262	13,262	294	176	-	-	-	-	13,556	13,438
Wattleup DCP 10	17,141	17,141	3,394	707	250,000	126,226	(6,885)	(65,000)	263,650	79,074
Yangebup East Development Cont. Plans	1,422,610	1,422,610	18,907	19,069	-	45,501	(3,656)	-	1,437,861	1,487,179
Yangebup West Development Cont. Plans	780,602	780,602	10,212	10,366	100,000	-	(3,376)	(865)	887,438	790,104
	16,033,299	16,033,299	368,404	228,154	5,910,000	4,779,715	(6,943,782)	(118,131)	15,367,921	20,923,036
<i>Total Reserves</i>	118,934,320	119,056,427	1,890,530	1,489,620	48,256,864	21,667,232	(41,865,259)	(12,942,756)	127,216,455	129,270,524

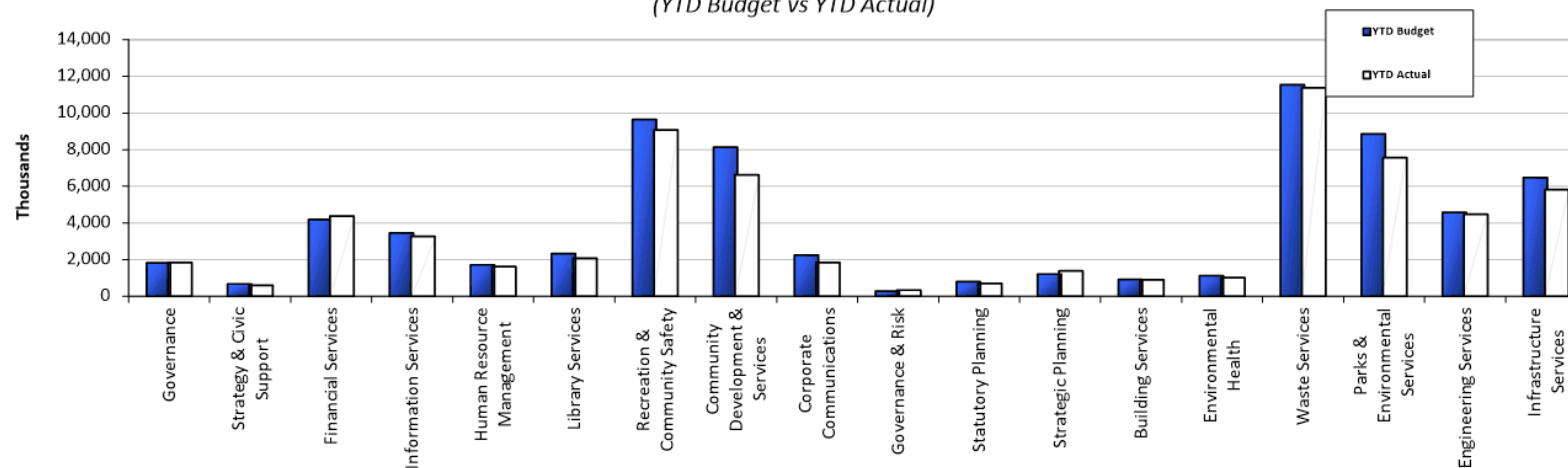
Operating Income by Nature and Type
(YTD Actual)

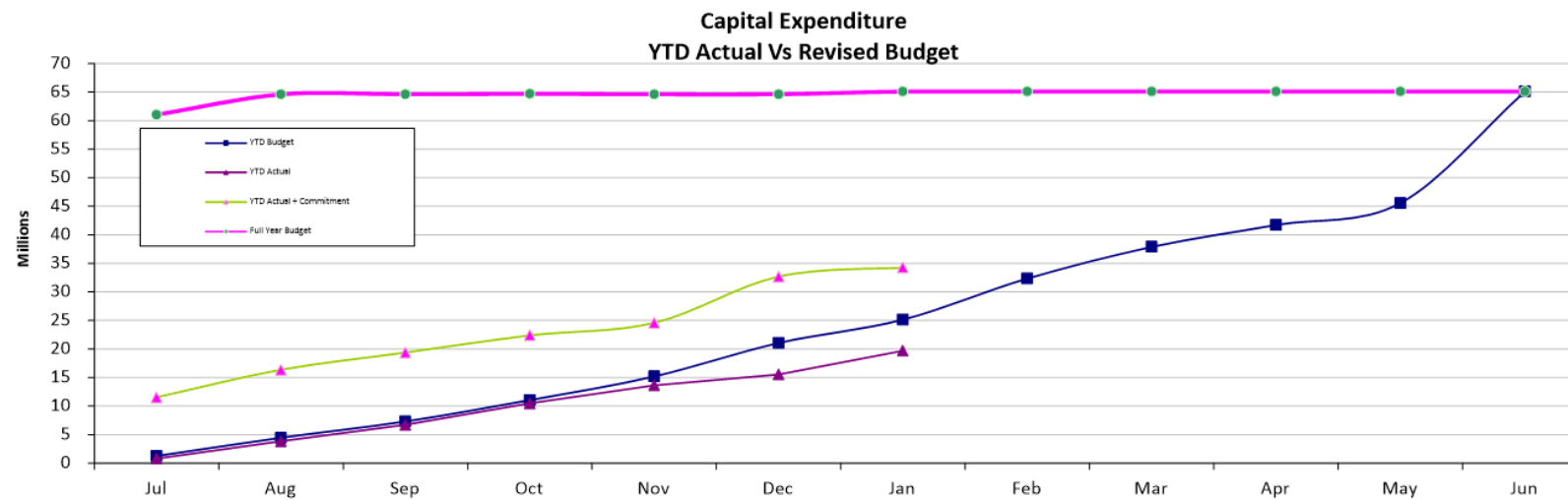
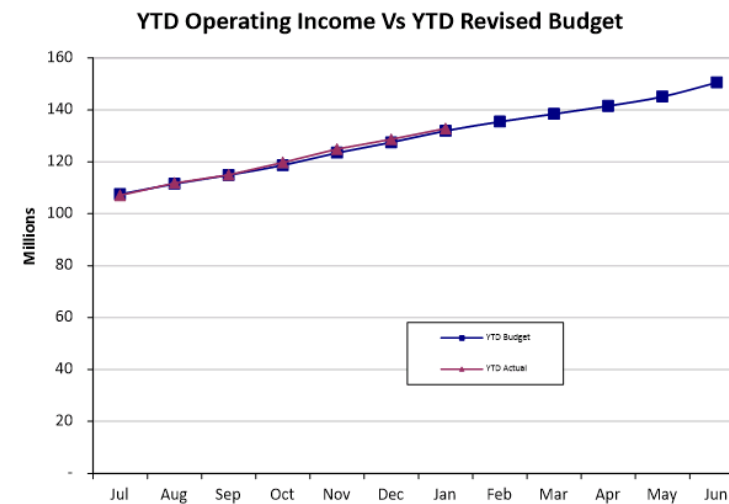
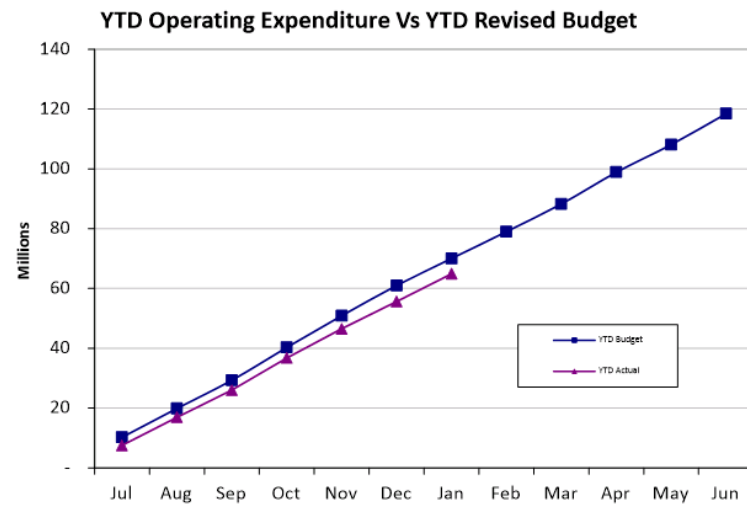


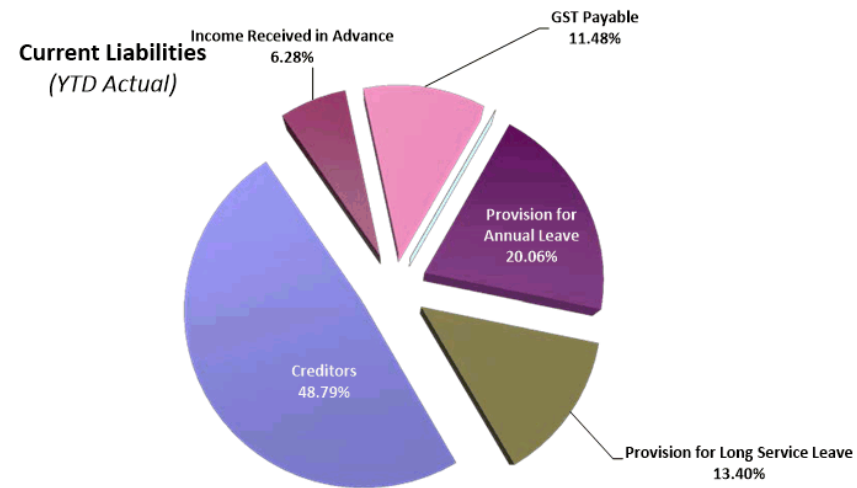
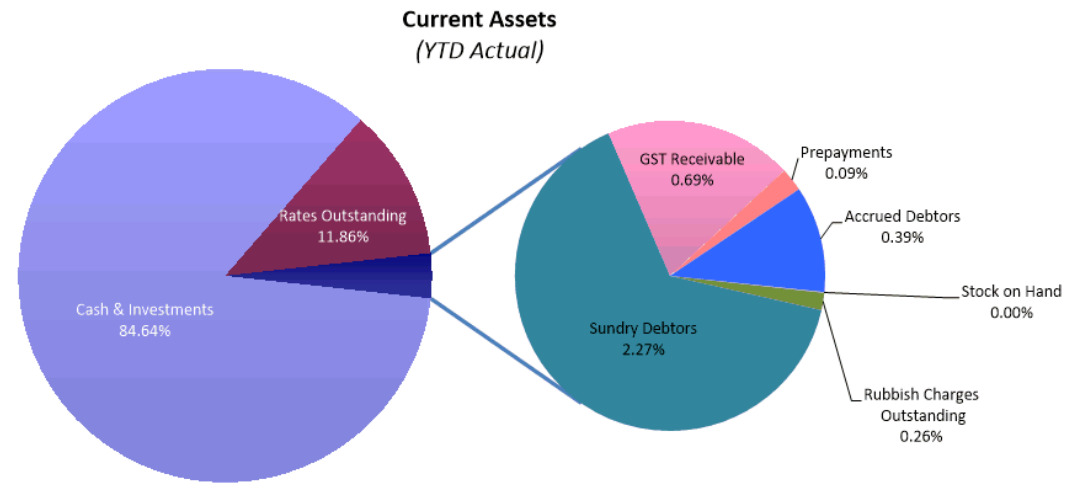
Operating Expenditure by Nature and Type
(YTD Actual)

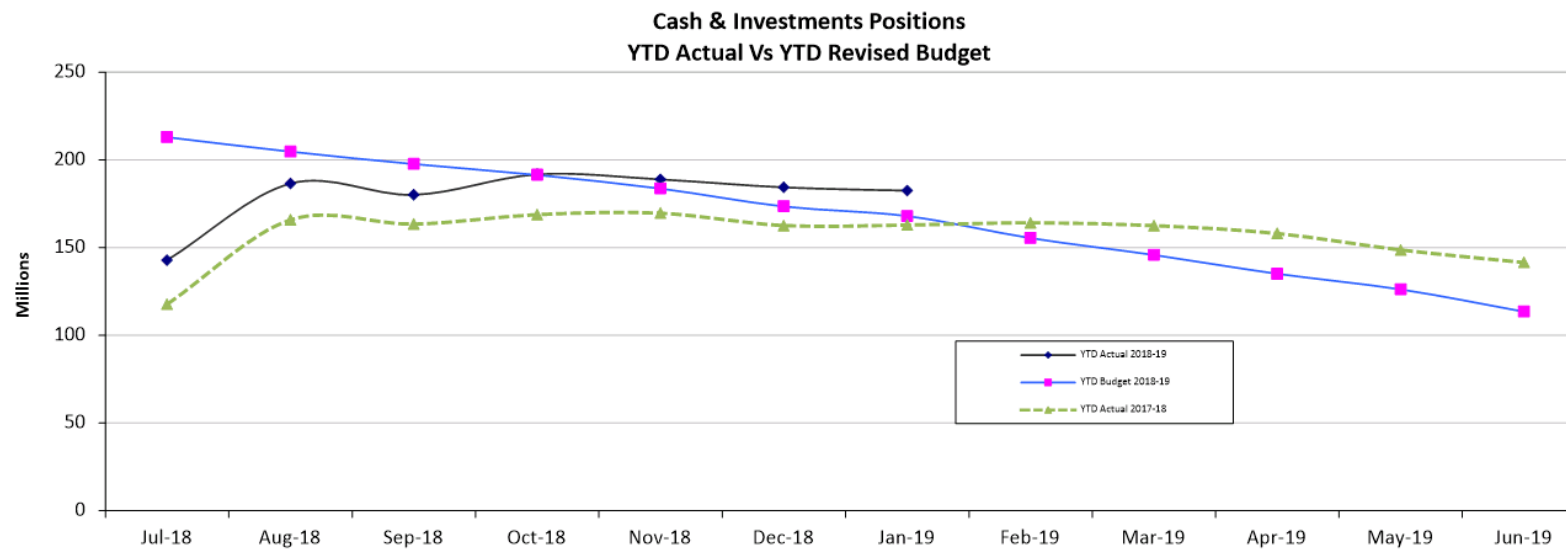
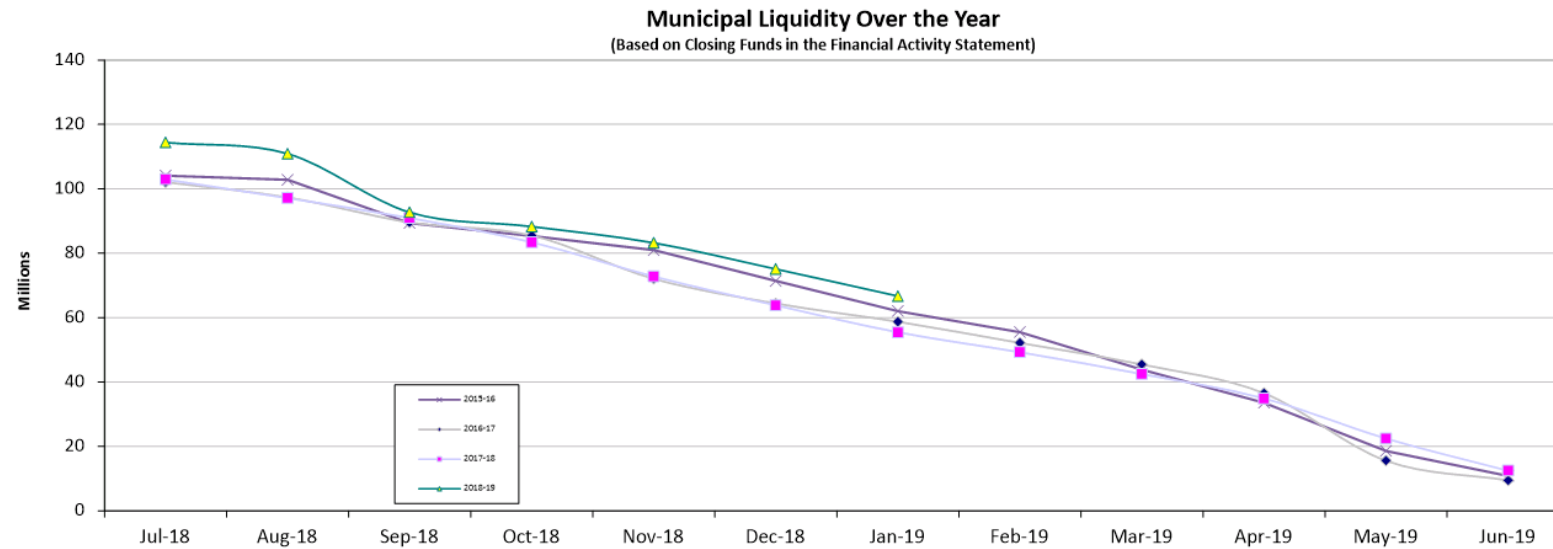


Operating Expenditure by Business Unit
(YTD Budget vs YTD Actual)









DETAILED BUDGET AMENDMENTS REPORT
for the period ended 31 January 2019

PROJECT/ACTIVITY LIST		DESCRIPTION	ADD/LESS	EXPENDITURE	TF TO RESERVE	FUNDING SOURCES			
						RESERVE	EXTERNAL	MUNICIPAL	NON-CASH
GL 112	Governance Risk Services	To fund the Contract Management Review project (missed carry forward)	LESS	(2,000)				2,000	
OP8249	Risk Management Initiatives	Contract Management Review project	ADD	2,000				(2,000)	
Various DCA's	Various DCA GL Activities	Reallocation of Review Costs to each DCA	ADD	103,920		(103,920)			
GL 505	Strategic Planning	Recoup Review and Admin Costs	LESS	(103,920)				103,920	
CW4419	Staff Coffee Machine	Funded from Contingency Fund	ADD	8,000				(8,000)	
OP8272	Contingency Fund	To fund the purchase of staff coffee machine	LESS	(8,000)				8,000	
OP6271	Lot 203 Railway Parade	Transfer proceeds for sale of crown land to Land Reserve	ADD		125,470		(125,470)		
OP9080	Consultancy Costs DCA 1-12 Review	Increased in Review Costs	ADD	9,080				(9,080)	
OP9081	Consultancy Costs DCA 13 Review	Increased in Review Costs	ADD	48,755				(48,755)	
				57,835	125,470	(103,920)	(125,470)	46,085	0

15.3 SALE OF LAND FOR RECOVERY OF OUTSTANDING RATES

Author(s) C D'Ascenzo

Attachments 1. Sale of Land for Recovery of Rates
(CONFIDENTIAL)

RECOMMENDATION

That Council pursuant to Sections 6.64(1)(b), 6.68(2) (b) and 6.56 of the *Local Government Act 1995*, approves to sell the following properties which have outstanding rates and charges for 3 years or more:

- Lot 351 (89) Osprey Drive, Yangebup
- SL1 (15B) Doherty Road, Coolbellup
- SL7 (7/13) Grebe Gardens, Yangebup

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

Under Section 6.64(1)(b) of the *Local Government Act 1995*, if any rates or service charges due to a local government have been unpaid for at least three years, the local government may take possession of the land and proceed to sell it.

Submission

N/A

Report

There are currently three properties that have rates and charges outstanding in excess of three years for which it has not been possible to enter into acceptable and successful arrangements for the payment of the balance owing. In each instance, written notification has been directed to the last known postal address of the ratepayers advising that it is the City's intention to refer the matter to Council with a recommendation to sell the property in order to recover the outstanding balance. None of the owners of the three properties have responded to the City's notices or correspondence and all legal recovery actions have been unsuccessful.

A detailed history of recovery efforts and financial details for the three properties is included in the confidential attachment.

Strategic Plans/Policy ImplicationsLeading & Listening

Deliver sustainable governance through transparent and robust policy and processes.

Ensure sound long term financial management and deliver value for money.

Council has previously resolved as part of its Debtors Management Policy (AFCS9) to actively pursue the recovery of rate arrears as specified in the *Local Government Act 1995*, including the power to sell land.

Budget/Financial Implications

Sale of the properties will benefit the City by the collection of \$37,024 of outstanding rates and charges (as at 7 February 2019). Any additional costs associated with the sale of the properties will also be able to be recovered from the proceeds of sale.

Legal Implications

Sections 6.64, 6.56 and 6.68(2) (b) of the *Local Government Act 1995*

Community Consultation

N/A

Risk Management Implications

If the City does not proceed with recovery action it will negatively impact the rates debtors balance as rates and charges will continue to accumulate on the rate accounts for both properties.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

16. ENGINEERING & WORKS DIVISION ISSUES

Nil

17. COMMUNITY SERVICES DIVISION ISSUES

Nil

18. EXECUTIVE DIVISION ISSUES

Nil

19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**20. NOTICES OF MOTION GIVEN AT THE MEETING FOR
CONSIDERATION AT NEXT MEETING**

**21. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
MEMBERS OR OFFICERS**

22. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE**22.1 PROPOSAL FOR SUBSIDY FOR CLOSED CIRCUIT TELEVISION (CCTV) INSTALLATION - RESIDENTIAL PROPERTIES IN THE CITY OF COCKBURN**

Author(s) D Green

Cr Kirkwood requested a report be presented to a future Council Meeting on the potential to provide a subsidy for Closed Circuit Television (CCTV) installation to residential properties in the City of Cockburn.

Reason

At a recent Meeting of the Cockburn Community Interagency Crime Prevention Reference Group, representatives of the WA Police proposed that the City of Cockburn be approached to investigate the potential to subsidise the cost of installing CCTV cameras at residential properties within the Cockburn district. WA Police statistics indicate that CCTV remains one of the best deterrents to crimes occurring against property. However, in many cases there is insufficient knowledge by residents of issues which enhance the capacity of CCTV placements. WA Police would like to participate in a district wide campaign aimed at increasing awareness in the community about the benefits of best practice CCTV installation at private dwellings. The Town of Victoria Park provides a subsidy to encourage its residents to become more security conscious by considering the installation of CCTV to private housing and this initiative should be investigated to determine whether such a scheme could be introduced in the City of Cockburn.

22.2 THE USE OF THE APP - "SNAP SEND SOLVE" TO REPORT SERVICE/FAULT REQUESTS TO COUNCIL'S CUSTOMER SERVICES

Author(s) S Downing

Attachments N/A

RECOMMENDATION

That Council note the report

Background

At the Ordinary Meeting of Council held on the 9 August 2018 Cr Kirkwood raised an item under Matters to be Noted for Investigation Without Debate:

Requests that a report be prepared on the viability of the City of Cockburn trialling the 'Snap Send Solve' app as a mechanism to increase the efficiency for the public to report matters requiring the attention of the City or otherwise lodging a request for service provision.

Submission

N/A

Report

The City of Cockburn currently uses Technology One's Customer Request System to receive customer requests, complaints, requests for services and information. Customers can either log a request via a form on the Council's website, email customer@cockburn or ring the Customer Services department. These requests are then turned into formal customer requests if necessary. Simple questions are merely responded to by the customer service team. Alternatively the customer can register a request directly in to the City's property system via the website. This directly populates a customer request which is triaged by customer service. The City currently receives approximately 35,000 customer requests annually.

Snap Send Solve (SSS) is an App (available through the app store or equivalent android facility). The app is an Australian piece of software developed and run out of Melbourne. Similar to Cockburn's Customer Request System, SSS allows members of the public to provide feedback or report issues/faults/complaints to Councils and other public utilities. SSS allows "snappers" to photograph the issue, click on a map

to identify the location and then send the report. This is the same process as the City's Customer Request System.

To date, the app has been downloaded 600,000 and in 2017 reported 100,000 issues to councils, water, power and other utilities mostly in Victoria and New South Wales. For the same period, 2017, SSS reported 220 issues to Cockburn and in 2018 reported just under 500 issues. The SSS company is now actively trying to grow its presence in Western Australia.

SSS provides the City with the name, address and location of the issue. They are then keyed into the customer request system and appropriate action taken and reports sent to the reporting party. The provision of the lodging party was withdrawn by SSS recently as they entered into discussions with the City about the payment of a licence fee. During this time all responses were sent back to SSS. At the request of the Manager, Customer Services, SSS turned back on the name and address information so that the City can again make contact with the relevant parties. The City has found that a number of times the map location reference was incorrect restricting the City from dealing with the issue. The restriction of contact details hindered the delivery of appropriate responses. This has a negative impact on both the City and SSS.

The use of SSS app is growing and whilst the view of officers of the City is that preference is for customers to use its own system for reporting issues, the City can't stop or restrict customers from using such apps to communicate issues to the City. In fact, the growing popularity of iPhones/android equivalents indicates that it would be impossible to restrict the City from stopping the use of such apps.

The City has met with management from SSS to discuss their plans for WA in general and Cockburn in particular. It would appear from those discussions, the SSS does not want to replace the City's Customer Request System but rather to supplement it and be one of the channels customers/ratepayers/residents can use to communicate with the City.

Based on those discussions, the City is discussing how best to use SSS as a channel so that customers can communicate with the City to lodge their issue.

One of the big issues faced by Councils in Melbourne and Sydney is that individuals can't distinguish between assets (and subsequent problems arising from those assets) owned by Council and other utilities such as water (Water Corporation), Power (Western Power), gas (Alinta/Kleenheat), telecoms and roads (MRWA). SSS have themselves developed tools to triage issues impacting on the above assets and report the issues to the correct authority/entity. Cockburn has few triage issues, the main ones being for streetlights and roads

but would been keen for this to be developed in WA, as it would provide more reason for the City to subscribe to the service.

One of the key issues for both the City and SSS is to ensure that nuisance reporters are managed appropriately.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Provide residents with a range of high quality accessible programs and services.

Leading & Listening

Listen to and engage with our residents, business community and ratepayers with greater use of social media.

Budget/Financial Implications

The City may enter into an agreement with SSS at some future date if the terms and conditions are appropriate. The cost will be for licencing could be as high as \$13,200 pa.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The use of SSS app is not envisaged to have risk management implications for the City other than if matters are not correctly followed up other than for reputational damage if ratepayers/residents believe the City is not responding to SSS messages for service. To this end, SSS have assured the City that they have installed the app seamlessly into the Technology One range of modules including the City's Customer Request System. In the past SSS used negative marketing messaging (negative to Councils) to attract customers. It would not be in their interest to do this as it would deter Councils from signing up, however it should be noted.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

N/A

22.3 VIABILITY OF TRAFFIC LIGHTS AT THE INTERSECTION OF ROWLEY ROAD AND LYON ROAD TO REPLACE THE CURRENT ROUNDABOUT**Author(s)** J Kiurski**Attachments**

1. Traffic Signals Approval Policy - NOD [↓](#)
2. Intersection of Rowley Rd and Lyon Rd, draft proposal [↓](#)
3. Summary Crash History [↓](#)
4. Crash Patterns Report [↓](#)
5. Planning Study for Rowley Road_Intersection Proposal [↓](#)

RECOMMENDATION

That Council note the report

Background

At the Ordinary Meeting of Council on 8 November 2018 Cr Lara Kirkwood requested the following Matter be Noted for Investigation Without Debate:

A report be prepared for a future Council Meeting assessing the viability of traffic lights at the intersection of Rowley Road and Lyon Road to replace the current roundabout.

Submission

N/A

Report

The Commissioner of Main Roads Western Australia (MRWA), under Regulation 297 of the Road Traffic Code 2000, has the sole authority to erect, establish or display, and alter or take down any traffic control signal in Western Australia. To this extent, all traffic control signal installations, removals or alterations must be formally approved by the Main Roads WA Director of Network Operations (NOD).

MRWA has developed the Traffic Signals Approval Policy – Network Operations Directorate (Attachment 1) to provide assistance in requests for the installation of traffic signals. The policy details the assessment and approvals process for determining whether new traffic signals will be installed or determining whether existing traffic signals will be modified.

The approval of proposed new traffic signals is a two-tiered process that must be followed on all projects. Section 6.3.1 of the Traffic Signals

Approval Policy details the first stage to endorse what type of control is to be used in an intersection and Section 6.3.2 details the final approval stage in cases where new traffic signals are the most suitable treatment.

Decisions on the type of intersection control play an important role in road network operations and the assessment of the appropriate intersection control is a key element of the planning approval and development application processes.

MRWA has developed a Roundabouts and Traffic Signals Guideline for the Selection of Intersection Control (Guidelines) to assist the traffic engineers and road designers to determine whether traffic signals or a roundabout are the appropriate form of intersection control on major roads carrying higher traffic volumes.

The Guideline provides information to assist practitioners to make an objective comparison between roundabouts and traffic signals for the purpose of intersection control selection and considers the following aspects:

- Safety performance.
- Operational performance.
- Reliability and accuracy of currently available analytical tools for intersection performance.
- Guidelines for the selection of an appropriate intersection form of control and traffic control in various situations.

These Guidelines underpin MRWA decision-making in relation to approval of traffic signals and other forms of control. From a Safe System point of view, the roundabout has been recognised as having significant safety benefits for vehicular traffic by slowing down through traffic, reducing the number of conflict points and reducing the angle of potential conflict.

The Guidelines have been used to complete the feasibility study of replacing the existing roundabout with the traffic lights at the intersection of Rowley Road and Lyon Road.

Feasibility Study Traffic Signal vs Roundabout

1. Purpose and Need

The intersection of Rowley Road and Lyon Road, Banjup is one of the intersections under City of Cockburn's jurisdiction, controlled with a four-way roundabout.

The current roundabout is a single lane roundabout with four single lane leg entries and one circulating lane. There are mountable raised splitter islands and a landscaped central island.

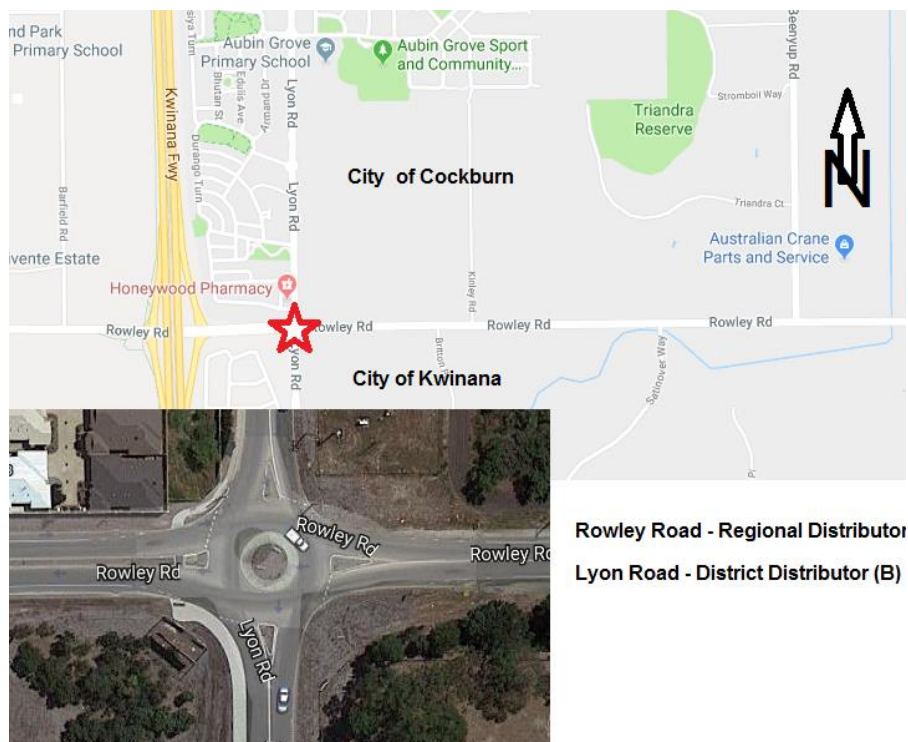
The purpose of this Feasibility Study is twofold: (1) to determine if the current level of traffic control (roundabout) is appropriate for the intersection and (2) if a change in traffic control is needed.

Because of the MRWA proposal to improve Rowley Road and provide this road as a major east-west link to the future coastal development, the traffic signal as a traffic control alternative is analysed in the existing 2019 term and has not been considered for a long term horizons.

2. Description of Location

The intersection of Rowley Road and Lyon Road, Banjup is situated on the border between the City of Cockburn and the City of Kwinana. Figure 2.1 shows the location of the study intersection as well as its proximity to major intersections.

Figure 2.1 – Location Map



3. Existing Conditions

3.1 Intersection Geometry

The intersection of Rowley Road and Lyon Road is a four-way roundabout with different posted speed limits on the approach roads.

There are 50km/hr and 60km/hr posted speed limits on the Lyon Road approaches and 70km/hr and 80km/hr posted speed limits on the Rowley Road approaches.

Rowley Road is a single carriageway road with an 80km/hr posted speed limit east of Lyon Road and a 70km/hr west of Lyon Road. It is designated as a Regional Distributor road by the City of Cockburn Functional road hierarchy.

The give-way line controlled eastbound and westbound approaches currently each have one shared through/left turn lane and a through/right turn lane.

In addition, Rowley Road is in the MRWA Restricted Access Vehicle (RAV) network, designated as RAV4. The RAV4 consists of all combinations of vehicles up to 27 metres length including B-Doubles.

Lyon Road is a single carriageway road with a 60km/hr posted speed limit north of Rowley Road (the City of Cockburn jurisdiction), and 60km/hr posted speed limit south of Rowley Road, (the City of Kwinana jurisdiction). There is a change of the speed limit from 60 to 50km/hr on Lyon Road approximately 130m south of the Rowley Road roundabout.

Lyon Road is designated and as a District Distributor-B road by the City of Cockburn Functional road hierarchy. The give-way line controlled northbound and southbound approaches currently each have one shared left turn and through/right lane.

The intersection is designed and constructed at 90° angles and all through movement is straight. The roundabout and circulating lane diameter have been determined by the design vehicle, design speed, and the number of circulatory lanes.

3.2 Traffic Data

The average annual daily traffic volume for the existing northbound, southbound, eastbound, and westbound approaches of the existing Rowley Road and Lyon Road intersection are contained in Table 3.1.

Table 3.1 – Current Traffic Data

Road	Location	Posted speed limit	85 percentile speed	Average Weekday Traffic
Rowley Road	250m east of Lyon Road	80 km/hr	80.6 km/hr	7,473
Rowley Road	160m west of Lyon Road	70 km/hr	66.7 km/hr	12,843
Lyon Road	150m north of Rowley Road	60 km/hr	57.8 km/hr	5,519
Lyon Road	140m south of Rowley Road	50 & 60km/hr	63.8 km/hr	6,213

The volume of traffic above is consistent with Rowley Road as a regional distributor road function, which is linking significant destinations and designed for efficient movement of people and goods between and within regions. Regional distributor roads are managed by local government and located only within Non Built-Up Area (rural area).

The volume of traffic above is consistent with Lyon Road as a District Distributor B road function. The vehicle speeds recorded in the northern section of Lyon Road are typical for District Distributor-B roads. The 85th percentile speed was recorded at 57.8 km/h is up to 2.2km/h under the speed limit. No further action is considered to be required for roads that rate as a site with low safety and amenity concerns, using the MRWA Traffic Calming Warrant System.

The same vehicle speeds were recorded on the section between the roundabout and 130m south of the roundabout. The 85th percentile speed was recorded up to 3.8km/h above the speed limit.

A request for increased enforcement of the speed limit for this section of road was not made because under the WA Local Government Speed Enforcement Program, a partnership program between WALGA and the WA Police, the Police will only intervene when the 85th percentile speed is 10 km/h or more above the speed limit.

The 85 percentile speeds on Rowley Road are consistent with the posted speed limit typical for Regional Distributor roads. Although the 85th percentile speed was recorded under the speed limit, a review of the 5-year reported crash history from 2013 to 2017 found that there is a number of crashes reported on the Rowley Road east and west approaches, which are caused due to increased speed.

An investigation of traffic calming for the Rowley Road approaches at the intersection with Lyon Road has been completed and a pre-deflection of approaches is recommended to be installed to slow vehicles entering and travelling through the roundabout in the 2018/19 financial year (Attachment 2).

The pre-deflection is a traffic calming device that slows vehicle speed (generally 30 to 40 km/h) using physical horizontal deflection of vehicle paths prior to entering the roundabout.

3.3 Crash Data

Based on MRWA Crash Analysis Reporting (CAR) data there were the 24 reported crashes at the intersection from January 1, 2013 to December 31, 2017 (Attachment 3).

The Crash Patterns Report and the comparison of crash patterns at this intersection with network average values have been used as a rough indicator of problems at this location. The Attachment 4 shows that the

Right Angle crashes at the intersection of Rowley Road and Lyon Road are significantly over-represented in a comparison with network average.

According the MRWA CAR – Countermeasure Crash Reduction Factors (CCRF), roundabouts and traffic signals are the expected 50% reduction in Right Angle crashes. A traffic assessment of Rowley Road and Lyon Road to analyse options to make the current roundabout more functional and reduce the number of crashes was completed in 2017.

As the intersection is designed and constructed at 90° angles and all through movement is straight, the pre-deflection at east and west approaches has been considered to reduce a number of crashes. According the MRWA CAR – CCRF the pre-deflection nibs at the existing roundabout will provide additional 20% reduction in Right Angle crashes.

3.4 Intersection Observations

The intersection was observed during the morning (7am to 9am) and evening peak periods (4pm to 6pm). Queues were observed to dissipate quickly and there was no sign of on road cyclists or pedestrians at the intersection.

Aubin Grove Medical Centre and Aubin Grove Primary School are located approximately 70meters and 900meters north of the intersection respectively.

Medical centre weekday hours are from 8am to 10pm and school hours are from 8:30 am to 4:00 pm. Any pedestrian or vehicular traffic generated by the medical centre and the school at the study intersection is not expected to have a significant impact on the intersection operation.

4. Warrant Analyses

A traffic signal warrant analysis was conducted for the existing intersection as per the MRWA Roundabouts and Traffic Signals Guidelines for the Selection of Intersection Control.

As intersections play a significant role in the operation of the road network and the control of crossing and turning movements at intersections, it needs to be appropriately managed to ensure that safety and operational efficiency are optimised. Generally, appropriate intersection control depends on traffic and site needs.

Table 4.1 is an extract from the Guidelines, which provides a broad guide to the suitability of the type of traffic control in relation to functional classification of roads.

From Table 4.1 it can be seen that at major arterial road intersections with medium and high volumes (Primary Distributor and Distributor B roads) and where grade separation cannot be justified, traffic would generally be controlled by either traffic signals or roundabouts.

Table 4.1: Suitability of Types of Traffic Control to Different Road Types

	Primary Distributor (excluding Freeways)	Distributor A	Distributor B & Local Distributor	Access Road
Traffic Signals				
Primary Distributor (excluding Freeways)	O	O	O	X
Distributor A	O	O	O	X
Distributor B & Local Distributor	O	O	X	X
Access Road	X	X	X	X
Roundabouts				
Primary Distributor (excluding Freeways)	A	A	X	X
Distributor A	A	A	A	X
Distributor B & Local Distributor	X	A	A	O
Access Road	X	X	O	O
STOP signs or GIVE WAY signs				
Primary Distributor (excluding Freeways)	X / (O)	X / (O)	A	A
Distributor A	X / (O)	X / (O)	A	A
Distributor B & Local Distributor	A	A	A	A
Access Road	A	A	A	A
Legend:				
A = Most likely to be an appropriate treatment				
O = May be an appropriate treatment				
X = Usually an inappropriate treatment				

As per MRWA Guidelines, *the objective when choosing a form of control for an intersection should be a cost effective control that balances the safety, operational and amenity needs of both motorised and non-motorised road users.*

Rowley Road is a regional distributor road in a rural area and due to the nature of the road environment, relatively low traffic volumes and the approach speeds of traffic, a traffic signal would generally be an inappropriate type of traffic control.

MRWA has developed a draft Towards a Safe System Approach – Guidelines for the Selection of Intersection Control. From a Safe System point of view the roundabout has been recognised as having significant safety benefits for vehicular traffic by slowing down through traffic, reducing the number of conflict points and reducing the angle of potential conflict.

There are concerns about the relative performance of different forms of control from an operational point of view and their ability to meet the needs of pedestrians, cyclists and large vehicle operators. This is not an issue with the intersection of Rowley Road and Lyon Road, based on the observations and analysis carried out.

The full warrant analysis is shown below in Table 4.2.

Table 4.2: Summary of Specific Factors and Form of Intersection Control Choice

Location: Intersection of Rowley Road and Lyon Road, Banjup		
Site Specific	Roundabout	Traffic Signal
Physical Controls		
- Number of intersection legs	M – up to 6 legs	M – up to 4 legs
- Number of through lanes	L – up to 2	L – up to 3
- Space available	L – existing	L – subject to design
- Access to adjacent properties	L – existing	U – subject to design
Road Environment		
- Rural	L	U - Regional Distributor – Rural Road
- Inner/outer urban	L	U – low developments to the south & north
Road Users		
- Pedestrian needs	M – there is a share-footpath along north, south and west legs and a crossing at west leg	L
- Bicyclists needs	M – there is a share-footpath along north, south and west legs and on- road cycling facility along Rowley Road)	L
- Needs of large vehicle	M – Rowley Rd is within RAV4 network	L
Traffic Management		
- Route or area strategies	L – adjacent to the Kwinana Freeway; an important east-west connector within the state network	L – adjacent to the Kwinana Freeway; an important east-west connector within the state network
- Control of traffic through a local area	L – existing	L – future (the MRWA planning study for Anketell Road, Rowley Road and Thomas Road
- Traffic volume and capacity	L – existing	U – unequal volume of traffic/leg (MRWA condition)
- Minimising off-peak delays	L – Roundabouts generally provide significant advantages over traffic signals in minimising delays during off peak periods	U – there may be a potential for increased rear-end crashes.
- Level of Services (LOS)	L – Manage peak traffic flows in a self-regulating manner and provide acceptable delays under usual roundabout	M – LOS at signalised intersections is higher than the delay for the corresponding level of service at a roundabout

	priority control.	
- Public transport	L – In relation to buses, roundabouts generally provide lower delays during peak and off peak periods.	L – Traffic signals enable specific priority to be given to buses through an intersection
- Project Life	L - Roundabout may be chosen as an appropriate form of control to address current problems.	L – Considering a control, of significant future traffic growth may be expected
Project Cost		
- Land acquisition	L – existing	M – subject to design
- Relocation of utilities	L – existing	M – there is a number of services within the project area
- Construction costs	L – no additional cost	M – \$ 1.5M subject to design

Table 4.2 Legend:

L - Likely to be an appropriate form of control

M - May be an appropriate form of control

U – Unlikely to be an appropriate form of control

4.1 Roundabout

Following the MRWA guideline procedure, the intersection of Rowley Road and Lyon Road analysis was conducted, and it resulted in favour of the roundabout as a more appropriate intersection control.

There are no issues with the safety performance and capacity of the existing roundabout at the intersection of Rowley Road and Lyon Road.

As a roundabout performance is sensitive to unbalanced traffic flows, the traffic growth along Rowley Road in the future may result in queueing and delays on Lyon Road. This deficiency can be addressed by the provision of part time metering signals that regulate the dominant flow and provide gaps in the circulating traffic, or replace the roundabout with traffic signals.

As the nature of the adjacent land use may influence a decision of traffic signals or roundabout options, residential developments north and south and commercial development north of the intersection, a roundabout can be advantageous in slowing traffic entering the area.

In addition, Main Roads WA has recently adopted a position that roundabouts or other treatments will be preferred over traffic signalisation, unless evaluation clearly demonstrates those other solutions are unsuitable.

4.2 Traffic Signals

The number of parameters in Table 4.1 indicated that the traffic signal option is **Unlikely** to be an appropriate form of control. The road environment, the current traffic volume and capacity are not going to satisfy the MRWA criteria for a traffic signal installation at the intersection of Rowley Road and Lyon Road.

Rowley Road is a RAV4 designated road, and traffic signals in these locations would require traffic to slow and/or stop and this may have a greater impact on freight movements. Generally, in these rural or semi-rural environments, it is preferable to keep the traffic moving with roundabouts.

The Project Cost parameters show that in such situations, control by traffic signals would be relatively inefficient and costly from the construction, maintenance and operation point of view.

The current City District Traffic Study shows the average daily traffic comparison between various scenarios between 2016 and 2030 and it indicates that Rowley Road is expected to carry more than 20,000 vehicles/day and will need to be duplicated in the future.

MRWA and Department of Planning (DoP) also recognise a need for the Rowley Road improvement and DoP initiate a transport planning and road design study for a 12km long section of Rowley Road (from Kwinana Freeway to Tonkin Highway) in 2014.

The study has been completed and a concept design for the future intersection of Rowley Road and Lyon Road proposes a signalised intersection (Attachment 5).

The completion of the Rowley Road (from Kwinana Freeway to Tonkin Highway) project would depend on the traffic grow within the network and development of the Westport and Latitude 32 projects.

5. Recommended Alternative

It is recommended that the intersection of Rowley Road and Lyon Road be controlled with a roundabout for the following reasons:

- The intersection operates acceptably at Level of Service D or better through the study horizon year up to 2021 with roundabout control.
- The roundabout is already constructed and does not require additional funding other than already approved fund to complete a pre-deflection.

- There is no existing crash problem to be corrected by installing traffic signals.

It is recommended the traffic control signals project be implemented in approximately 2023 when the existing intersection is predicted to operate unacceptably at Level of Service E.

Because the improvements are not needed until about 2023, it is recommended the capacity analyses and safety (crash trends) be reviewed when it is time to program the improvements to confirm the above recommendations are still valid.

The City plans to continue to periodically review the intersection throughout this time period for changes that may affect the intersection operation, such as safety concerns, development, or traffic pattern shifts, that may lead to a need for traffic control change to occur earlier than 2023.

Strategic Plans/Policy Implications

City Growth

Ensure planning facilitates a desirable living environment and meets growth targets.

Maintain service levels across all programs and areas.

Moving Around

Reduce traffic congestion, particularly around Cockburn Central and other activity centres.

Community, Lifestyle & Security

Provide for community facilities and infrastructure in a planned and sustainable manner.

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Deliver sustainable governance through transparent and robust policy and processes.

Budget/Financial Implications

The installation of the pre-deflections at Rowley Road east and west legs at the intersection of Rowley Road and Lyon Road is in the design

stage. It is estimated this treatment could cost in the order of \$210,000 and is currently funded in the 2018/19 capital works program.

Legal Implications

N/A

Community Consultation

Consultations with the City of Kwinana and adjacent or impacted property owners will be carried out by letter drops as is normal practice when detailed design for the pre-deflection is completed. The pre-deflection is programmed to be installed by the end of the current financial year.

Risk Management Implications

The proposed treatments will improve road user safety at the intersection of Rowley Road and Lyon Road by reducing design speed (generally 30 to 40 km/h) using physical horizontal deflection of vehicle paths prior to the roundabout.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 March 2019 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil



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Traffic Signals Approval Policy – Network Operations Directorate

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D17#582749
March 2018

Traffic Signals Approval Policy - Network Operations Directorate

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Document No: D17#582749

Issue Date: March 2018

Traffic Signals Approval Policy – Network Operations Directorate

This document is owned and authorised by the Executive Director Network Operations. Please submit all comments and requests to the Manager Traffic Management Services.

Authorisation

As Executive Director Network Operations I authorise the issue and use of this Traffic Signals Approval Policy – Network Operations Directorate.

Approved by EXECUTIVE DIRECTOR NETWORK OPERATIONS

Date: 12.3.18.

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Traffic Signals Approval Policy - Network Operations Directorate

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1 PURPOSE

The purpose of this Traffic Signals Approval Policy document is to set out the circumstances under which Main Roads' Network Operations Directorate (NOD) will consider approving the modification of existing traffic signals and the provision of new traffic signals on all roads in Western Australia.

2 SCOPE

This policy and the related procedures apply to all permanent traffic signal installations or modifications where Main Roads is the final asset owner.

3 ROLES & RESPONSIBILITIES

The Commissioner of Main Roads, under Regulation 297 of the *Road Traffic Code 2000*, has the sole authority to erect, establish or display, and alter or take down any traffic control signal in Western Australia. To this extent, all traffic control signal installations, removals or alterations must be formally approved by NOD.

Notwithstanding the above, it should be noted that the Commissioner has delegated approval of traffic control signals exclusively to the Executive Director of Network Operations (EDNO).

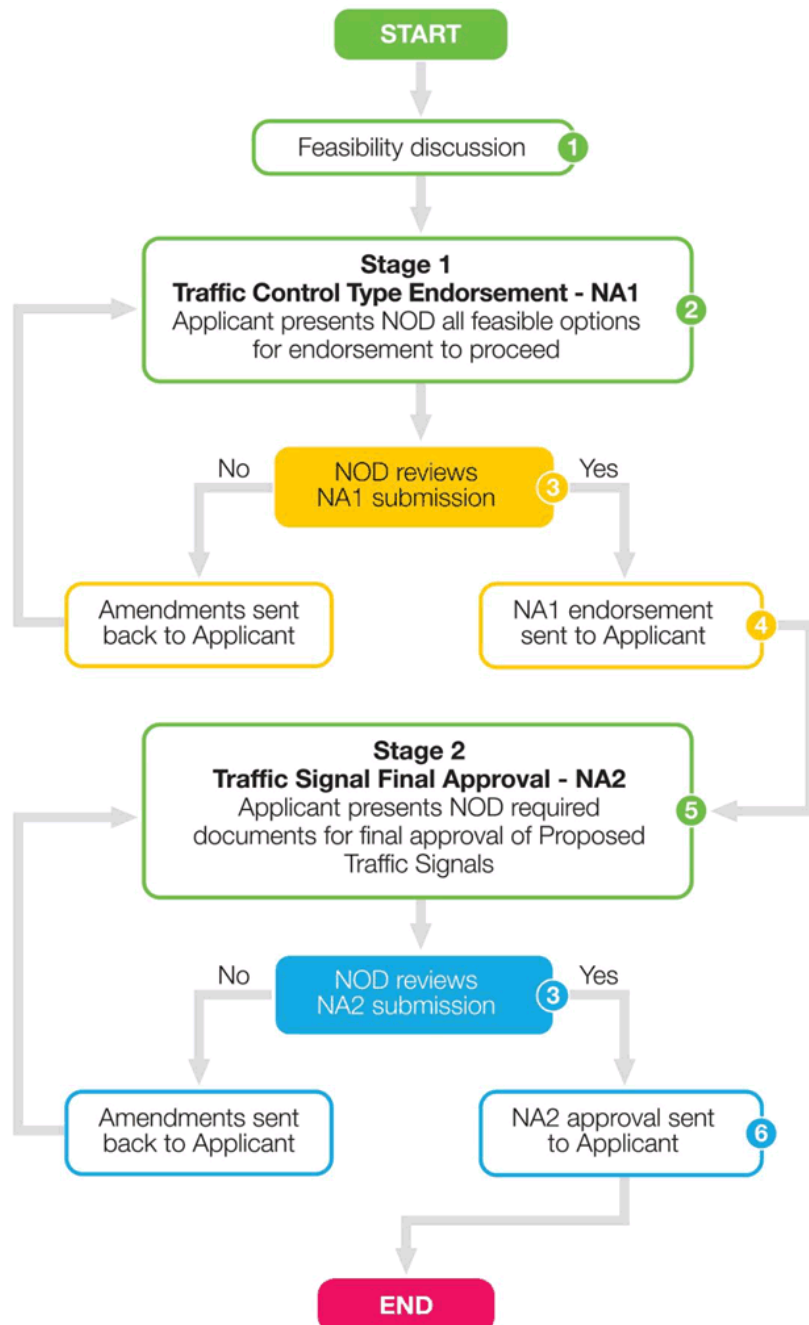
4 DEFINITIONS

The following definitions apply in this document.

Term	Definition
Commissioner	Commissioner of Main Roads
DOS	Degree of saturation
LG	Local Government
LMA	Light Maintenance Traffic Signal Drawing
LMB	Light Maintenance Pavement Marking and Signs Drawing
LOS	Level of Service
Main Roads	Main Roads Western Australia
MTH	Medium Term Horizon
NA1	Submission for Traffic Control Type Endorsement
NA2	Submission for Final Approval of New Traffic Signals
MA	Submission for Approval of Traffic Signal Modifications
NOD	Main Roads Network Operations Directorate
PRC	Practical Reserve Capacity
STH	Short Term Horizon
Traffic Control Signal	As defined in regulation 3 in the <i>Road Traffic Code 2000</i> means any light or lights (coloured or otherwise), however operated, for the control or regulation of traffic, by the use of an illuminated word or words, an illuminated symbol or symbols, a coloured light or coloured lights or any combination of those things
TMS	Main Roads Traffic Management Services
TSAR	Traffic Signal Assessment Report

5 APPROVAL PROCESS

5.1 APPROVAL PROCESS FOR PROPOSED NEW TRAFFIC SIGNALS

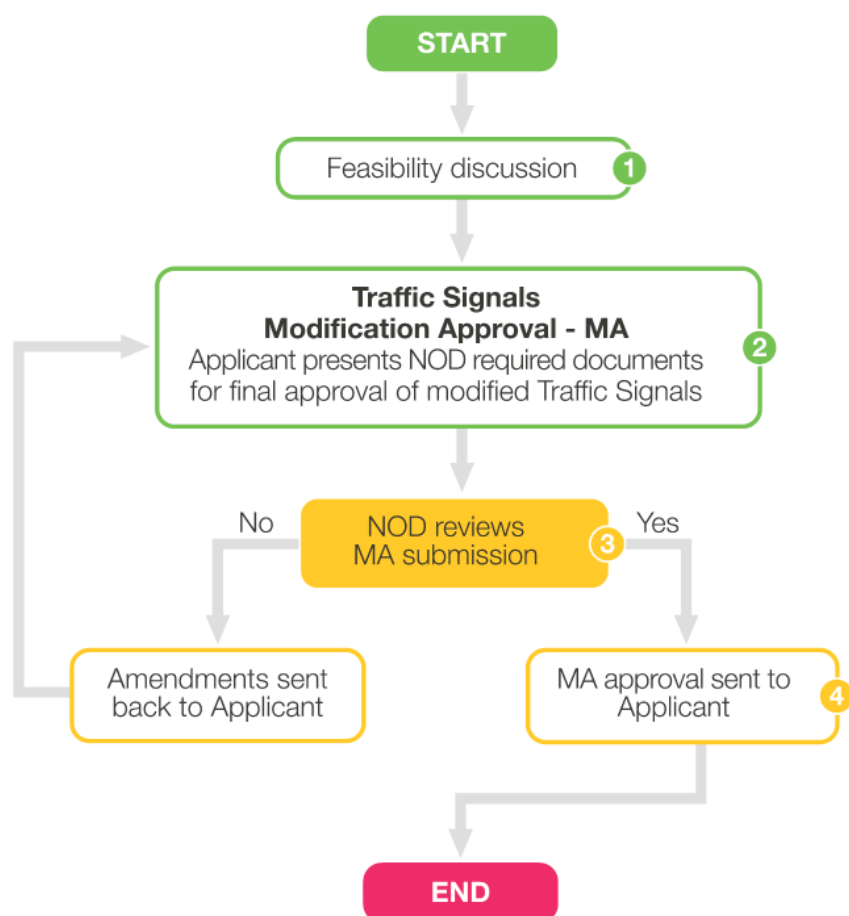


Notes:

- (1) For applications in the metropolitan area, please contact Traffic Management Services (TMS) and, for applications in regional areas, please contact Main Roads Regional Manager.

- (2) The applicant shall undertake a comparison of all feasible treatments to solve the problem(s) before considering traffic signals, and submit documents as per section 6.3.1.
- (3) NA1 and NA2 submission documents will be allocated to TMS for review and approval as appropriate.
- (4) NA1 endorsement shall only remain valid for a period of two years from the date of endorsement notification.
- (5) If Traffic Signals are the appropriate treatment, the applicant shall submit documents as per section 6.3.2.
- (6) NA2 approval shall only remain valid for a period of two years from the date of notification.

5.2 APPROVAL PROCESS FOR TRAFFIC SIGNAL MODIFICATIONS



Notes:

- (1) For applications in the metropolitan area, please contact Traffic Management Services (TMS) and for applications in regional areas, please contact the Regional Manager.
- (2) The applicant shall consider feasible options to modify existing traffic signals and submit documents as per section 7.1.
- (3) MA submission documents will be allocated to TMS for review and approval as appropriate.
- (4) MA approval shall only remain valid for a period of two years from the date of notification.

6 PROPOSED NEW TRAFFIC SIGNALS

Requests for the installation of traffic signals come from many sources including WA Police, local governments, traffic and road safety committees, developers, politicians, advocacy groups and members of the public.

In meeting Main Roads' obligation to ensure the most effective 24-hour operation of the road network, decisions regarding intersection control shall take into account network operations and planning aimed at achieving safe, reliable, efficient and sustainable road access as part of an integrated transport system. Strategic decision-making during the planning and/or investigation of control measures must consider all activities directly related to operating a safe and efficient road network, including: public transport, future rail and road networks, pedestrians, heavy vehicles (freight vehicles), and cyclists. For further information, please refer to Main Roads document *"Towards a Safe System Approach – Guidelines for the Selection of Intersection Control"*.

6.1 TRAFFIC SIGNAL JUSTIFICATION

Congestion, safety and operational management of the existing road network is a major challenge facing Main Roads and, therefore, our principle is to ensure all alternative options are considered, and a comparative analysis is provided, to justify and demonstrate that traffic control signals deliver the optimum solution for all periods of the day.

Considering the above, Main Roads has adopted a position that roundabouts or other treatments will be preferred over traffic signalisation, unless evaluation clearly demonstrates those other solutions are unsuitable. This approach has been adopted as non-signalised options, particularly roundabouts, can improve traffic flow, provide significant road safety benefits and in most cases assist with reducing congestion. Roundabouts may be chosen as an appropriate form of control to address current problems at an intersection, even though traffic signals may be envisaged in the long term.

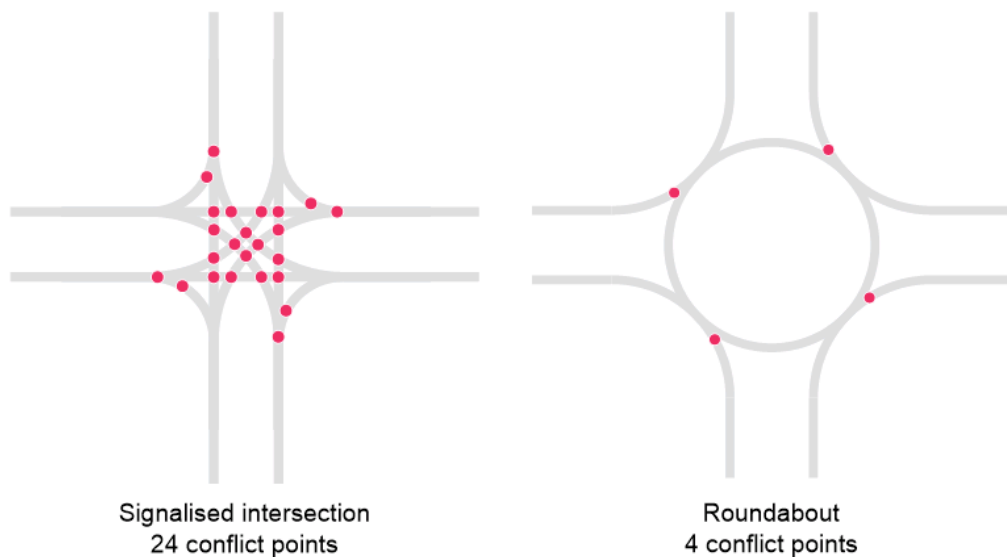
Roundabouts, when designed correctly, have significant benefits over traffic signals including in the following areas:

- **Operational (over 24/7 period):** Improved traffic flow with delays and journey times reduced in both peak and off-peak periods. Traffic is only required to give way at a roundabout and, in some cases, more traffic can be accommodated in the same amount of time. Roundabouts can also provide greater access opportunities and minimise delays to traffic moving through minor streets.
- **Environmental:** A reduction in noise, air pollution and fuel consumption as a result of improved traffic flow and frequent and prolonged stopping and starting avoided.
- **Sustainability:** Roundabouts typically require more area at the intersection compared to conventional signalised intersections; however, they may not need as much area on the approaches (Refer to Appendix 1).

Whilst initial construction cost may be higher, a roundabout can have less operating and maintenance costs over its operating asset life than traffic signals.

The service life is also significantly longer – approximately 25 years, compared with 10 years for typical signals. There are also no electrical components to malfunction.

- **Safety:** Roundabouts provide a safer form of control than T- or 4-way intersections and reduce the incidence and severity of crashes. There are fewer conflict points at a roundabout and they are further separated than those at signalised sites. Roundabout layouts satisfy safe intersection design principles in relation to conflict points, minimising the number of conflict points and separating the areas of conflict as demonstrated in the following diagram:



Crashes occurring at roundabouts are typically less severe than those occurring at signalised sites because all traffic streams merge or diverge at small angles and at slower speeds, achieved through curved travel paths. In this regard, roundabouts fall within the "Safe System" approach to road safety.

The safe system approach takes human error into account, acknowledging that crashes will continue to occur but seeking to avoid death and serious injury as outcomes. Studies have consistently shown that the installation of roundabout results in a 75% reduction in crashes causing death or serious injury.

Roundabouts also facilitate safe U-turning movements, with minimal impact to efficiency, where traffic circulation is desirable in a shopping or town precinct.

- Aesthetic: Roundabouts deliver opportunities to introduce a traffic calming measure and effective speed transition measure, as well as enhancing the road environment, improving landscaping and providing gateway treatments.

6.2 TRAFFIC CONTROL INVESTIGATION

Decisions on the type of intersection control play an important role in road network operations and the assessment of the appropriate intersection control is a key element of the planning approval and development application processes. Early consultation with NOD is essential to ensure proposed traffic signals are approved by Main Roads during the development of strategic plans and/or projects where signals may be considered appropriate.

6.2.1 Selection considerations

A comparison of all feasible solutions that will satisfy competing requirements must be undertaken before considering traffic control signals. A thorough investigation must be conducted to avoid major problems occurring during the detailed design phase. The depth of the investigation will depend upon the complexity of site conditions.

The investigation shall take into account all relevant peak periods, such as weekday morning and afternoon, as well as peak conditions outside these periods such as public holidays, special events and/or other factors which reflect the highest traffic demand, together with full consideration of the efficient operation 24/7.

The analysis must include the existing intersection treatment and all feasible solutions such as roundabouts, restriction of turn movements, stop and give way signs, channelisation, streetscape enhancements (entry treatments), shared spaces, etc. At this feasibility stage, NOD is supportive

of use of either Sidra or LinSig modelling software, amongst other tools, in the assessment of capacity and the performance of isolated intersections and basic networks.

The choice of the intersection control type should only be made after considering the following factors, not just capacity and road safety:

1. Identification of the problem(s) to be solved.
2. Existing geometric conditions of the intersection (ensure the geometry of any concept layout is in accordance with design guidelines and will provide a safe and efficient solution).
3. Space available, topography and access to adjacent properties – operational and physical constraints must be clearly identified.
4. Identification of the road classification, function and road environment.
5. Pedestrian characteristics and needs – pedestrian volumes on each crosswalk during peak times (special attention to vulnerable road users).
6. Bicycle, public transport and heavy vehicle needs.
7. The form of control at adjacent intersections – the potential for interaction or compatibility between adjacent intersection treatments and the subsequent effect on connectivity.
8. Future operation requirements and lifespan of the project.
9. The impact and size of local developments.
10. Traffic volumes and turning movements from each approach, classified by vehicle type – these need to be appropriately managed to ensure that safety and operational efficiency are optimised.
11. Posted speed limit and/or 85th percentile speed of approaching traffic (if appropriate).
12. Percentage of heavy vehicles based on current volumes.
13. User delay.
14. Road safety – five-year collision diagram showing accidents by type, direction of movement and severity.

Consideration of the project life can influence decisions on the form of control, particularly where significant future traffic growth may be expected. Consideration of the type of control and its compatibility with other future works is also an important input in the decision process. For example, a single lane roundabout constructed as an initial form of control may be a staging of a two or three-lane roundabout in the longer term.

The final design must comply with the appropriate design standards and safety requirements. It is necessary to assess the impact of the different options on network capacity, in order to determine which layout delivers the best performance. This assessment is critical and accurate modelling and analysis is required to give confidence to planning and design decisions. Naturally the type of modelling and analysis depends on variables such as the size of the network being assessed and the level of congestion present within the study area.

Table 1 provides a broad guide on the suitability of the type of traffic control in relation to functional classification of roads. This table is based on the general appreciation of the need to provide a satisfactory level of mobility on arterial roads. Please consider the table above carefully as whilst traffic signals may be an appropriate form of control, roundabouts remain the preferred treatment.

Main Roads document *Towards a Safe System Approach Guidelines for the Selection of Intersection Control* provides assistance to practitioners to determine appropriate control and discusses issues related to assessment of safety and operational performance, geometric control and user impact.

Traffic Signals Approval Policy - Network Operations Directorate

Road Type	Primary Distributor (Excluding Freeways)	Distributor A	Distributor B & Local Distributor	Access Road
TRAFFIC SIGNALS				
Primary Distributor (Excluding Freeways)	O	O	O	X
Distributor A	O	O	O	X
Distributor B & Local Distributor	O	O	X	X
Access Road	X	X	X	X
ROUNDBABOUTS				
Primary Distributor (Excluding Freeways)	A	A	X	X
Distributor A	A	A	A	X
Distributor B & Local Distributor	X	A	A	O
Access Road	X	X	O	O
STOP SIGNS OR GIVE WAY SIGNS				
Primary Distributor (Excluding Freeways)	X / O	X / O	A	A
Distributor A	X / O	X / O	A	A
Distributor B & Local Distributor	A	A	A	A
Access Road	A	A	A	A

A

 Most likely to be an appropriate treatment

O

 May be an appropriate treatment

X

 Usually an inappropriate treatment

Source: Adapted from (Austroads 2013)

Table 1: Suitability of Types of Traffic Control for Different Road Types

6.2.2 Other considerations

Practitioners are reminded that at the beginning of the design process an initial physical site inspection should be carried out to identify existing conditions that need to be considered (such as gradients) and to become familiar with current traffic patterns, land usage and the general local amenity. It is important that the needs of all road users, including pedestrians, cyclists, public transport and heavy vehicles are addressed when considering design options. An analysis of the surrounding area, and the identification and importance of existing places such as educational institutions, transport hubs, areas of employment or commerce should be included, to ensure that the street will serve all users in a balanced way.

If traffic signals are the chosen treatment, it is important to consider the following aspects to ensure the best outcomes for the operation of the signals can be achieved. These include:

1. Traffic volumes for existing and future years.
2. Intersection layouts demonstrating lane configurations, lengths and other features and dimensions are appropriate to maintain level of service and appropriate degree of saturation.
3. Proposed phasing plans.

4. Optimisation of phase intergreens ('lost' time), phase timings and cycle times.
5. Ensuring that optimised parameters and phasing can be delivered into operations.
6. Capacity analysis.
7. Pedestrian needs. Guidance on the design of pedestrian facilities can be found in the *Planning and designing for pedestrians: Guidelines*, published by the Department of Transport WA.
8. Bicycle, public transport and heavy vehicle needs.

Note the aforementioned also applies where changes to signal timings or lane configurations are proposed at existing signal controlled sites. All new signalised sites shall provide the most efficient lane configuration and phasing as supported by appropriate traffic modelling.

6.3 APPROVAL PROCESS FOR PROPOSED NEW TRAFFIC SIGNALS

The approval of proposed new traffic signals is a two-tiered process that must be followed on all projects. Section 6.3.1 details the first stage to endorse what type of control is to be used in an intersection and Section 6.3.2 details the final approval stage in cases where new traffic signals are the most suitable treatment.

6.3.1 Submission for Traffic Control Type Endorsement (NA1)

Requests for traffic signals shall be directed to TMS in the Metropolitan Area or the Regional Manager in Main Roads regional offices. Every situation will be assessed on individual merit and proponents wishing to seek approval for the installation of traffic signals must provide a compelling technical argument to support the proposal.

If a signalised concept is determined as the most suitable treatment, the following documentation shall accompany the submission for endorsement (without exception), or it may be rejected:

1. Results of the initial investigation outlining all design decisions and demonstrating the compelling need for traffic signals.
2. Concept plans showing the geometric layouts used to evaluate all concepts investigated.
3. Preliminary traffic signal design layout and phasing diagrams adopted from the preferred concept option.
4. Electronic version of the traffic model/s.
5. Traffic volumes – a peak hour turning movement traffic count in both AM and PM peak periods. This should include a count of pedestrians and cyclists where appropriate.
6. Accident data – a collision diagram showing all crashes in the intersection or mid-block area for a minimum of the previous five years.
7. Turning paths and road gradients.
8. Future developments information – information on any known or likely future developments in the surrounding area.
9. Information regarding the particular strategy to be adopted to manage the traffic, i.e. which movements should be encouraged, discouraged, banned or maintained, particularly public transport priorities.
10. Site photographs from all approaches sufficient to give a drivers view which should show any obstructions or peculiarities, such as over-hanging trees, poles, etc.
11. TSAR for NA1 (Refer to 6.3.3).
12. Intersection capacity analysis in LinSig or Sidra taking into consideration the degrees of saturation, cycle times, saturation flows, lane configurations and other variables (Please refer to Appendix 5 for modelling requirements).

TMS must be consulted early in the design process to ensure the proposed signal design is workable. TMS encourages constant dialogue throughout the project's life cycle.

If a review results in major changes to geometry and phasing (in case of signalised concepts), the revised concept should be referred back to the investigation stage to ensure it remains the most suitable treatment before following to the next stage.

6.3.2 Submission for final approval of New Traffic Signals (NA2)

Following TMS endorsement that traffic signals are the most suitable treatment, TMS will check relevant designs at 15% and 85% design stages to ensure detailed designs reflect the conditions endorsed at the NA1 stage. Approval will only be possible once 100% design drawings are compliant with the original endorsement.

Please note, that for operational reasons to support implementation, NOD has adopted LinSig as its preferred software for the assessment of intersections. LinSig is capable of modelling isolated or small coordinated networks of traffic intersections, and assessing performance at individual intersections or at small network level for existing or future year design options. Please refer to *Main Roads Operational Modelling Guidelines* document for the appropriate application of the software.

Final submissions for traffic signals shall contain:

1. Traffic signal drawing in LMA format (Refer to Appendix 2).
2. Pavement marking and signs drawing in LMB format (Refer to Appendix 2).
3. TSAR for NA2 (Refer to Appendix 3).
4. Percentage of heavy vehicles based on current volumes (Traffic counts will need to be presented in Austroads classes 1-12 as supporting data).
5. Electronic version of the traffic model/s.
6. Traffic volumes and origin of data for current year and forecast year(s) of the project lifespan (There may be additional requirements to these volumes as specified by Main Roads).
7. LinSig modelling with the required outputs. (Refer to Appendix 5).

While TMS will assess and audit all project documents, the applicant has the responsibility to ensure that all traffic signal models meet the requirements, and to ensure proposed model submissions are provided with detailed analysis set out within the Modelling Requirements in Appendix 5.

Careful consideration needs to be given if the proposed project has the potential to impact Main Roads network in particular any of the metropolitan roads shown in the Network Operations Area and Route Map in Appendix 4. If this is the case, the review shall be subject to further scrutiny by Main Roads.

It is noted that in case the proposal has less capacity than the existing conditions, and if the impact in terms of degree of saturation, queuing and delay is estimated to be severe, the proposal will not be approved and will need to be amended.

Under no circumstances shall any works commence on site without NOD approval.

6.3.3 Traffic Signal Assessment Report (TSAR)

The applicant is to provide a TSAR as part of their traffic signal submission to Main Roads. The TSAR summarises the objectives of the intended work and will enable NOD to make informed decisions when assessing and reviewing each project and the likely impacts of the proposed changes within the existing road network. A sample of a TSAR is attached in Appendix 3.

7 TRAFFIC SIGNAL MODIFICATIONS

Traffic signal modifications or removal requires written authorisation from NOD and is subject to the presentation of satisfactory traffic signal layout designs.

The decision to modify an existing traffic signal at an intersection should be based on thorough evaluation and comparison of all possible alternative intersection design treatments for a particular site. TMS must be consulted early in the design process to ensure the proposed signal design is workable.

The need for a traffic signal modification may arise as a result of:

1. Changes in phasing.
2. Changes on lanes configuration.
3. Changes in the volume distribution of traffic or pedestrians using the intersection (i.e need for right turn phase, parallel walk).
4. The need for safety and efficiency improvements.
5. The need to modernise the equipment.
6. The need for public transport priority features.

7.1 SUBMISSION FOR APPROVAL OF TRAFFIC SIGNAL MODIFICATIONS (MA)

Following NOD model audit stage endorsement (Refer to *Auditing Process for Operational Modelling*, Section 2, Stage 1 to 5), TMS will check relevant designs before final approval is granted at 100% detailed design stage.

Please note that for operational reasons (transition to operations) to support implementation, NOD has adopted LinSig as its preferred software for the assessment of intersections. Please refer to *Operational Modelling Guidelines* for the appropriate application of the software.

Final submissions for traffic signals must contain:

1. Traffic signal drawing in LMA format (Refer to Appendix 2).
2. Pavement marking and signs drawing in LMB format (Refer to Appendix 2).
3. TSAR for MA (Refer to Appendix 3).
4. Percentage of heavy vehicles based on current volumes (traffic counts will need to be presented in Austroads classes 1-12 as supporting data).
5. Electronic version of the traffic model/s.
6. Traffic volumes and origin of data for current year and forecast year(s) of the project lifespan (additional requirements to these volumes may be specified by Main Roads).
7. LinSig modelling with the required outputs. (Refer to Appendix 5).

While TMS will assess and audit all project documents, it is the applicant's responsibility to ensure that all traffic signal models meet the requirements, and to ensure proposed model submissions are provided with the detailed analysis set out within the Modelling Requirements in Appendix 5.

Careful consideration needs to be given to whether the proposed project has the potential to impact Main Roads network, in particular any of the metropolitan roads shown in the Network Operations Area and Route Map in Appendix 4. If this is the case, the review shall be subject for further scrutiny by Main Roads.

In the case that the proposal has less capacity than existing conditions, or if the impact in terms of degree of saturation, queuing and delay (LoS) is estimated to be severe, the proposal will not be approved, and will need to be amended.

8 REFERENCES AND RELATED DOCUMENTS

Document Number	Description
AGTM03-13	Austrorads Guide to Traffic Management – Part 3: Traffic Studies and Analysis
N/A	Towards a Safe System Approach – Guidelines for the Selection of Intersection Control
N/A	Operational Modelling Guidelines
N/A	Auditing Process for Operational Modelling
N/A	Planning and designing for pedestrians: Guidelines

9 APPENDICES

Appendix	Title
Appendix 1	Space requirements for roundabouts
Appendix 2	Design drawings
Appendix 3	Traffic Signal Assessment Report (TSAR)
Appendix 4	Network Operations Area and Route Map
Appendix 5	Modelling requirements

Appendix 1: Space requirements for roundabouts

Roundabouts typically require more area at the junction than signalised intersections. However, as capacity needs increase, the increase in space required for a roundabout, as opposed to a comparable signalised intersection, is increasingly offset by the reduction in space requirements for the approaches. This is because the widening required for a roundabout can be accomplished in a shorter distance than is typically required to develop turning lanes at signalised intersections. This comparison is demonstrated in Figure 1.

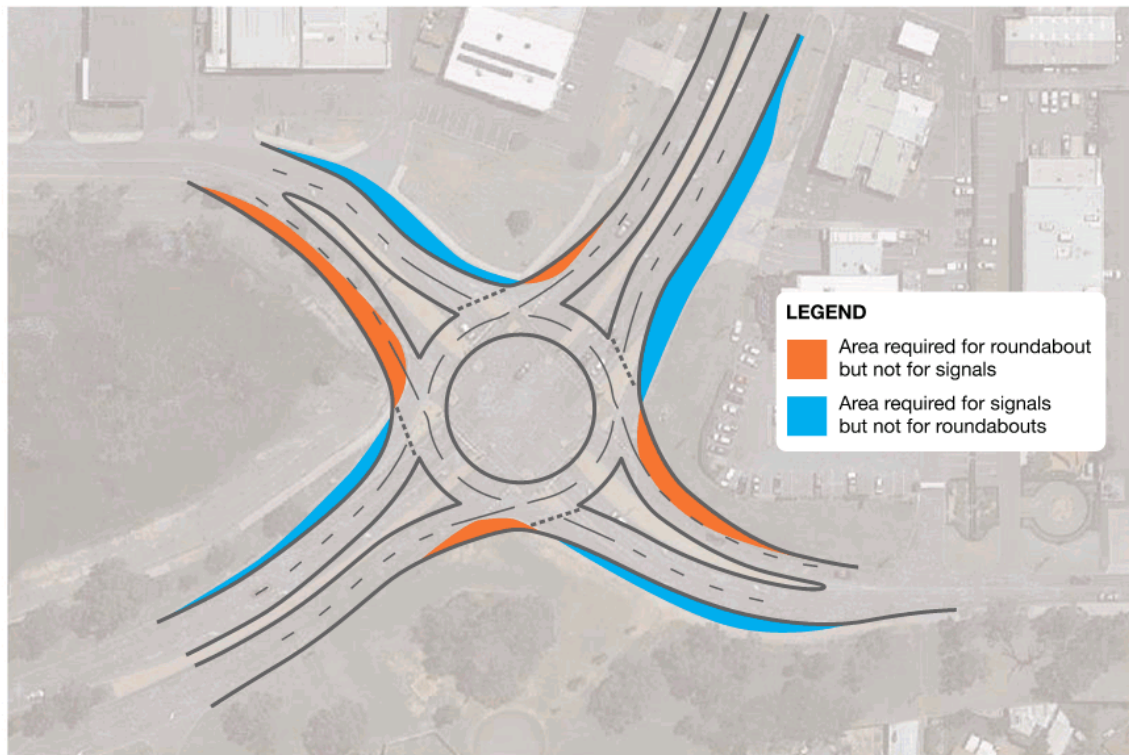
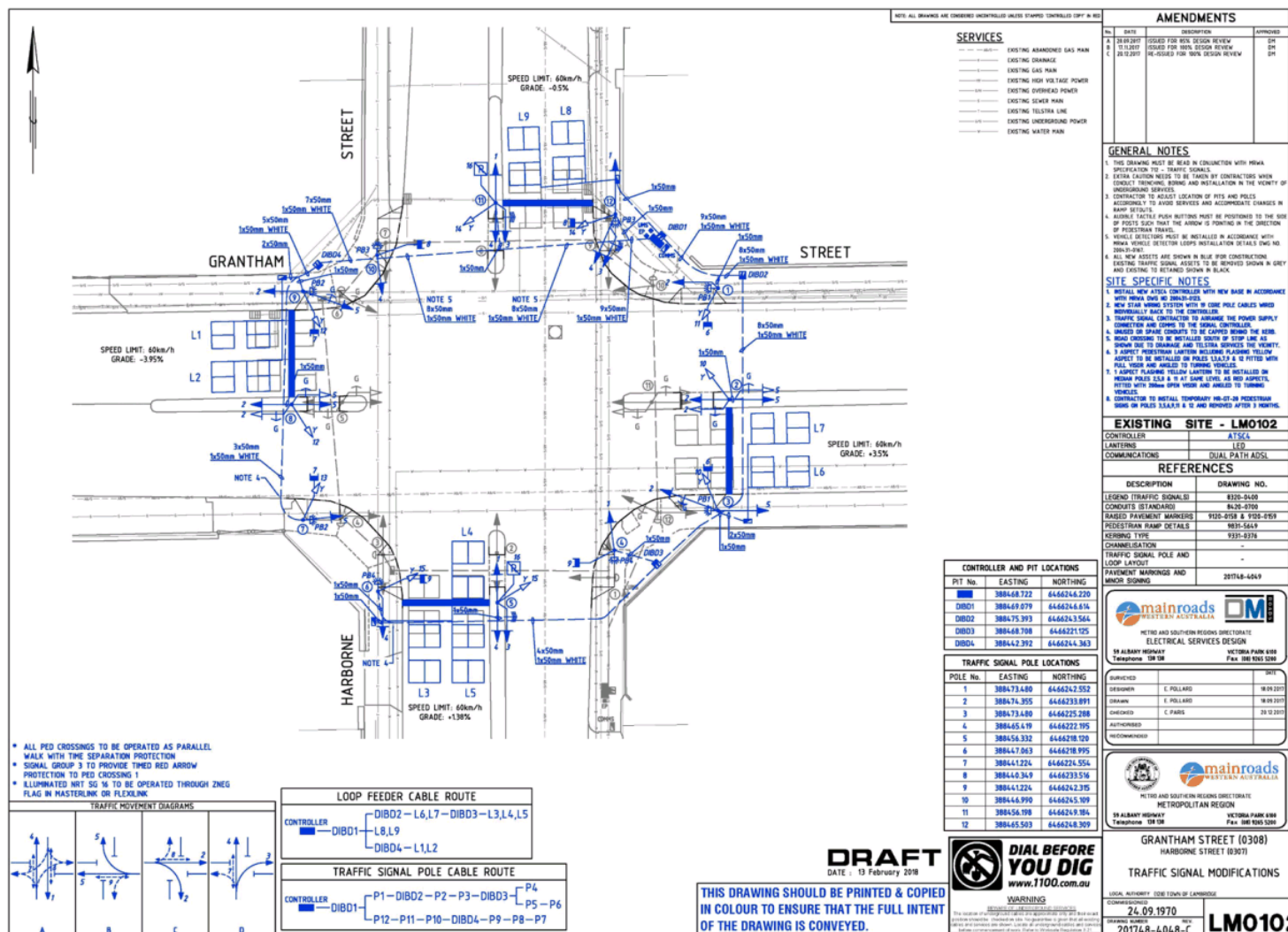
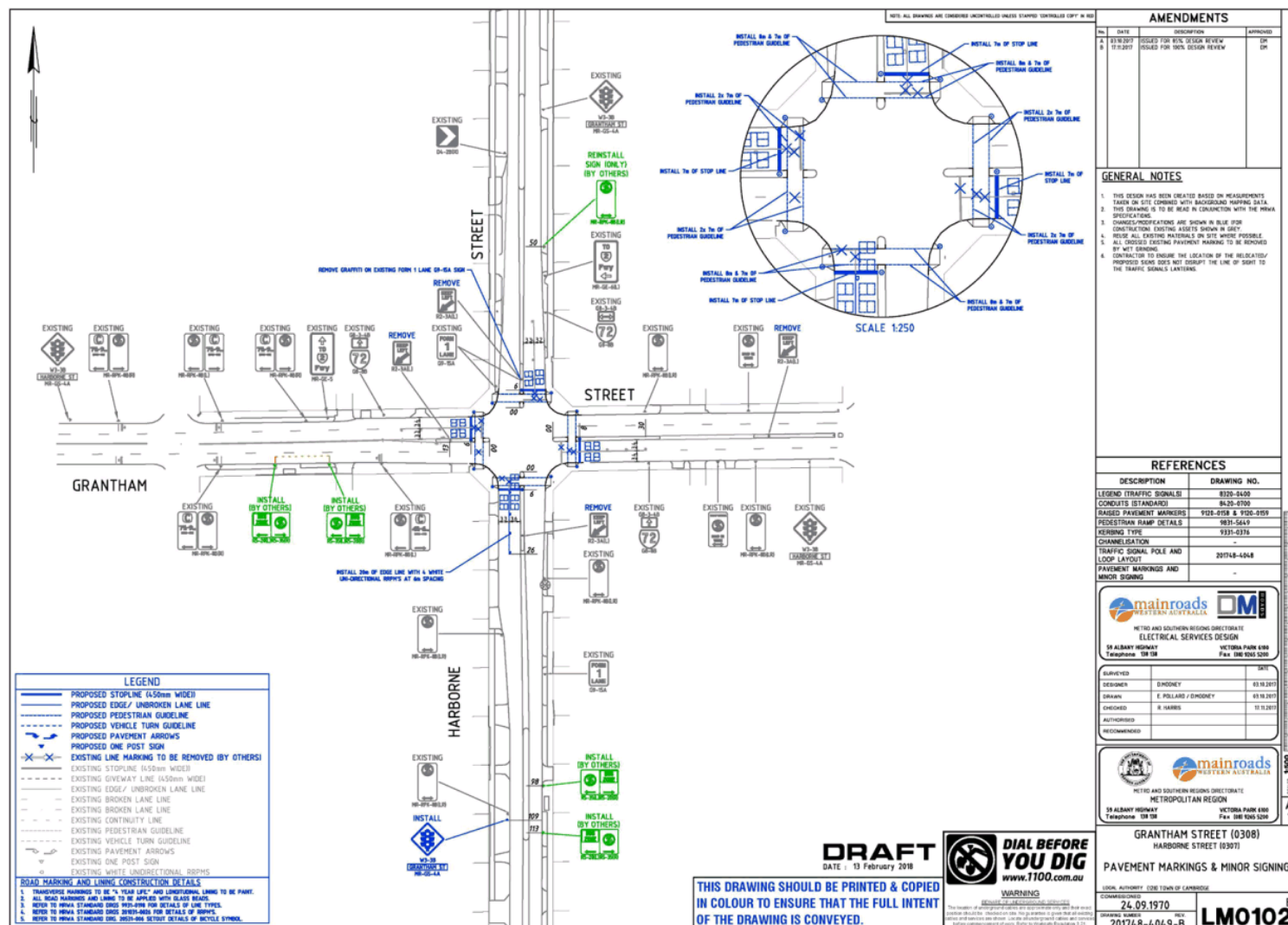


Figure 1: Area comparison: urban double-lane roundabout vs comparable signalised intersection

The ultimate manifestation of roundabouts in a system context is to use them in lieu of signalised intersections. Efficient, signalised intersections usually require that exclusive turning lanes are provided, with sufficient storage to avoid queue spillback into through lanes and adjacent intersections. In contrast, roundabouts may require more space at the intersection, but this may be offset by not requiring as many lanes on the approaches.



Traffic Signals Approval Policy - Network Operations Directorate



Traffic Signals Approval Policy - Network Operations Directorate






Appendix 3: Traffic Signal Assessment Report (TSAR)

Approval for:	NA1	Tick as appropriate	NA2	Tick as appropriate	MA	Tick as appropriate
Name of project:						
Client:	Client Name or Project Owner (Applicant)		Client Contact:	Name, address, email, telephone to whom the response will be issued		
General background:	Provide information on what is the problem, how will this be addressed (i.e. provide regulatory control, cycling facility), what is the purpose / objective of the project (i.e. safety, congestion, public realm, environment)					
Project type:	Provide what type of project is to be considered: <ul style="list-style-type: none"> - Modifications to existing signals to improve facilities - Traffic Signal modernisation programme - New intersection - Isolated crossing / Pedestrian crossing 					
Road information:	Project location:	Road names including road number or SLK (Include area map)				
	Road classification:	Details as per the functional road hierarchy. (Primary Distributor, Regional Distributor, Distributor A, Distributor B, Local Distributor, Access Road)				
	Speed limit:					
	Authority:	LG Name or Main Roads				

Traffic Signals Approval Policy - Network Operations Directorate

Funding:	Provide information on funding source (i.e LG / developer / blackspot)
Project justification:	Summarise justification for traffic signals and attach proof of justification. (demonstrate that investigation and comparison of all feasible treatments had been undertaken)
Scope of works:	
Crash history:	Provide crash history for the road segment of interest for the most recent 5-year period available, detailing the nature of the crashes where necessary. (include map diagram if necessary)

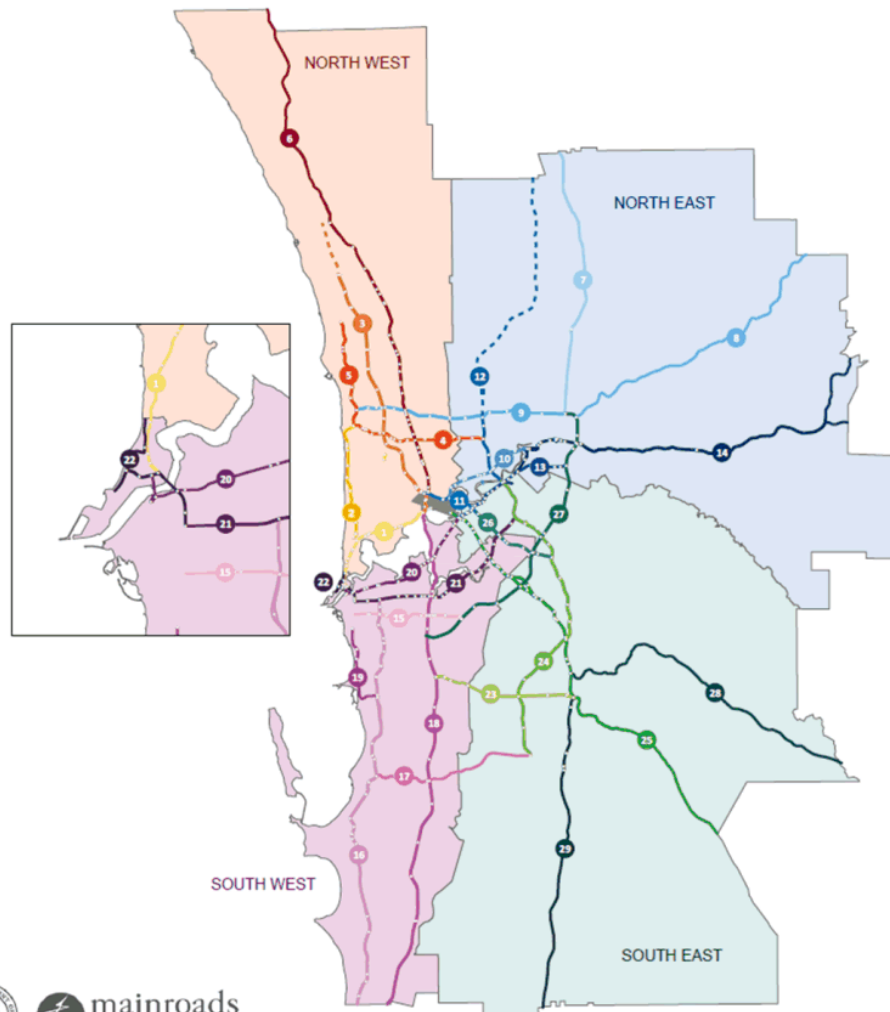
Traffic Signals Approval Policy - Network Operations Directorate

Network Impact Assessment:	 General traffic	Provide quantified information about the impact the project is having on general traffic (positive, negative, neutral)		
	 Cyclists	Provide quantified information about the impact the project is having on cyclists		
	 Pedestrians	Provide quantified information about the impact the project is having on pedestrians.		
	 Public transport	Provide quantified information about the impact the project is having on public transport. Detailed bus routes directly affected by the proposal and how journey times will be affected.		
	 Heavy vehicles	Provide quantified information about the impact the project is having on heavy vehicles		
Modelling details:	Date of traffic flow data			
	Traffic peak times modelled	AM	Yes / No	Time period (i.e. 8:30 – 9:30)
		PM	Yes / No	
		Off	Yes / No	
		Weekend	Yes / No	
	Phase sequence modelled	AM	i.e. A, B, C, D	
		PM		
		Off		
		Weekend		
	Heavy vehicle %	Percentage used for heavy vehicles		
Scenarios modelled	Existing layout with current traffic demand		Yes / No	
	Proposed layout opening year		Yes / No	

Traffic Signals Approval Policy - Network Operations Directorate

		Proposed layout opening year + 5 years (STH)	Yes / No	
		Proposed layout opening year + 10 years (LTH)	Yes / No	
	Key modelling assumptions or exceptions			
	Modeller / Designer	Full name of the designer		
	Verified	Full name of person who verifies. Note this person cannot be the original modeller / designer.		
Reference documents:	Document number	Document Title		
Documents checklist:	Traffic signal modification drawing(s)	Yes / No	Traffic data for current year	Yes / No
	Pavement marking and signs drawing(s)	Yes / No	Traffic data for forecast years	Yes / No
	Percentage of heavy vehicles	Yes / No	Additional traffic data (if required)	Yes / No
	LinSig modelling (electronic version)	Yes / No	LinSig modelling outputs	Yes / No

Appendix 4: Network Operations Area and Route Management Structure Map



#	ROUTE NAME	ROADS INCLUDED IN ROUTE
NORTH WEST	1 Stirling Hwy	H014 Stirling Hwy (Tydemans Rd to Mounts Bay Rd)
	2 West Coast Hwy	H036 West Coast Hwy H039 Stephenson Hwy
	3 Mitchell Fwy	H010 Mitchell Fwy Freeway extension to be included when project is completed
	4 Karrinyup-Morley Hwy	H028 Karrinyup-Morley Hwy
	5 Marmion Av	H029 Marmion Av
	6 Wanneroo Rd & Indian Ocean Dr	H035 Wanneroo Rd M045 Indian Ocean Dr
NORTH EAST	7 Great Northern Hwy	H006 Great Northern Hwy
	8 Toodyay Rd	H033 Toodyay Rd M026 Toodyay
	9 Reid Hwy	H021 Reid Hwy
	10 Guildford Rd	H026 Guildford Rd H037 Garatt Rd Bridge
	11 Graham Farmer Fwy	H020 Graham Farmer Fwy
	12 Tonkin Hwy North	H017 Tonkin Hwy (Reid Hwy to Great Eastern Hwy) Northlink to be included when project is completed
	13 Great Eastern Hwy Inner	H005 Great Eastern Hwy (Causeway to GEH Bypass) H019 Great Eastern Hwy Bypass H024 Breatley Av
SOUTH WEST	14 Great Eastern Hwy Outer	H005 Great Eastern Hwy (GEH Bypass to Regional Boundary) M010 Chidlow York
	15 South St	H032 South St
SOUTH WEST	16 Melville Mandurah Hwy	H002 Melville Mandurah Hwy
	17 Thomas Rd	H038 Thomas Rd
	18 Kwinana Fwy	H015 Kwinana Fwy
	19 Cockburn Rd	H025 Cockburn Rd
	20 Canning Hwy	H013 Canning Hwy H056 Beach St H031 Queen Victoria St
	21 Leach Hwy	H012 Leach Hwy
	22 Port Access	H014 Stirling Hwy (Tydemans Rd to Leach Hwy) H030 Port Beach Rd H034 Tydemans Rd
SOUTH EAST	23 Amadale Rd	H023 Amadale Rd
	24 Tonkin Hwy South	H017 Tonkin Hwy (Great Eastern Hwy to Thomas Rd) H065 Horrie Miller Dr
	25 Albany Hwy	H001 Albany Hwy H022 Wimbledon Rupert St Link
	26 Orong Rd	H027 Rivenale-Wattle Grove Link
	27 Roe Hwy	H018 Roe Hwy
	28 Brookton Hwy	H052 Brookton Hwy
	29 South Western Hwy	H009 South Western Hwy

TRIM Doc: D16468087

Appendix 5: Modelling requirements

This appendix provides instructions and guidance on traffic modelling requirements for:

1. Traffic Control Type Endorsement (NA1), refer Section 6.3.1
2. Final approval of New Traffic Signals (NA2), refer Section 6.3.2
3. Approval of Traffic Signal Modifications (MA), refer Section 7.1

1. MODELLING PLATFORM

In determining the most appropriate traffic modelling platform / software for performance assessment of different options and scenarios, Main Roads supports:

1. Traffic Control Type Endorsement (NA1): LinSig or Sidra
2. Final approval of New Traffic Signals (NA2): LinSig
3. Approval of Traffic Signal Modifications (MA): LinSig

Main Roads reserves the right to request micro-simulation modelling if it is considered necessary to assess the full impact of the proposals. Micro-simulation modelling may be requested for the following reasons:

1. Weaving / merging behaviours at critical locations.
2. Where exit blocking is observed or likely to occur.
3. Where critical links are forecasted to be operating near or above capacity.
4. Where modelling in LinSig or Sidra is too simplistic (e.g. uneven utilisation of lanes or roundabouts with three lanes).
5. Where the study area includes a mix of different intersection control types.

When in doubt, it is recommended that the study team consults with Main Roads' Network Operations Directorate to confirm the need for microsimulation prior to undertaking any modelling assessment. Main Roads supports the use of Vissim or Aimsun if microsimulation modelling is to be undertaken.

2. MODELLING REFERENCE DOCUMENTS

The Main Roads *Operational Modelling Guidelines* document provides further detail and clear guidelines for the development of traffic models using a variety of modelling platforms. These include:

1. Information on the recommended modelling guidelines, parameters and methodology in the development of Sidra, LinSig, Vissim and Aimsun models.
2. Detail of model instruction sheets that are used to confirm Main Roads modelling requirements at different stages of the design process.
3. Information on traffic model checklists that need to be populated by the modeller and the auditing engineer.

It is strongly recommended that the study team is familiar with the above guidelines as any departures from those are likely to be scrutinised by Main Roads.

3. MODELLING CONSIDERATIONS

This section includes brief instructions and guidelines related to input data that should be considered when developing traffic models for submission to TMS.

3.1 Study area

The modelling study area should be determined taking into account considerations including, but not limited to:

1. Proximity of neighbouring intersections.
2. Impact of vehicle platooning on intersection performance.

3. Traffic congestion and queueing in and around the site.
4. Existence of merging / weaving sections.
5. Impact of acceleration profiles (e.g. heavy vehicles) on intersection performance.
6. Road gradient at the intersection approach.

It is recommended that the study team consult with Main Roads to define, and / or confirm the appropriate study area prior to undertaking modelling assessments.

3.2 Road network details

The existing layout(s) and the associated geometric measurements such as lane and crossing widths, pocket lengths, lane allocation, intersection spacing and other such information should be accurately measured on-site and coded into the models. Where measurement of dimensions is not feasible, as-built drawings may be used as a suitable alternative source of information.

For all proposed options, geometric measurements should be taken from drawings relevant to the design stage.

3.3 Modelling year scenarios

The following scenario years should be modelled as a minimum for each assessment option, to compare the performance and suitability of the proposals in short and medium terms:

1. Existing situation base: validated model of the existing study area.
2. Opening year (i.e. target completion year)
 - a. Proposed layout
3. Opening year + five years (i.e. Short Term Horizon - STH)
 - a. Proposed layout
4. Opening year + 10 years (i.e. Medium Term Horizon - MTH)
 - a. Proposed layout

Main Roads reserves the right to request additional scenario years if significant changes to network structure, traffic patterns or adjacent roadside developments are expected in interim years outside of those listed above.

3.4 Traffic data

Unless agreed otherwise by Main Roads, classified traffic count surveys are required for the peak hour(s) used for analysis. At a minimum, these should include full vehicle classifications and should not be older than 12 months from the date of analysis.

The *Operational Modelling Guidelines* document provides further detail on traffic data collection and covers situations where minimum requirements may not be feasible. The document also provides guidelines for determining traffic growth and calculating future traffic flows.

Future traffic flow forecasts may be available from Main Roads' demand/strategic models, which could be supplied to the study team for further calibration. In absence of these forecasts, the study team may need to consider traffic growth in the area as well as background traffic growth to estimate future demand.

It is recommended that the study team consult with Main Roads to confirm forecast traffic flows and future year traffic data prior to undertaking modelling assessments.

Where new pedestrian facilities are being considered, pedestrian demand surveys may need to be conducted to establish the demand in the study area. Similarly where cyclist facilities are being considered, cycle demand surveys may need to be conducted in the study area.

3.5 Traffic signal design parameters

The following considerations should be taken into account for design and modelling of traffic signals where appropriate:

1. Existing parameters, such as signal phases, intergreens, timings and cycle times should be collected from SCATS for the survey dates. These should be requested from Main Roads.
2. For proposed options, minimum cycle times should be used to achieve the accepted performance requirements outlined in Section 4 (cycle times above 150 seconds should be strongly avoided).
3. If the proposed intersection is within 500 metres of other signalised intersections, traffic flow patterns and cycle time of the adjacent intersection/s should be considered in detail as the new signalised site(s) may be linked to adjacent sites on a common cycle time.
4. Where the study area includes a network of intersections, the modelling analysis should identify the optimum cycle time for the entire network whilst considering options for double cycling where applicable.
5. Where pedestrian facilities are being considered, assumptions related to pedestrian demands and the frequency of demand dependant stages should be accurately coded into the models.
6. Design of pedestrian crossing facilities should consider accurate crossing widths to determine applicable pedestrian walk (green man) and clearance periods.
7. Proposed phases, phase sequences and other details should be based on standard practice on Western Australia. These shall be approved by SCATS and Electrical Services Team.

Where applicable, it is recommended that the study team consults with NOD to confirm parameters related to traffic signal design prior to undertaking modelling assessments.

3.6 Other considerations

For NA1 submissions the following will need to be considered:

1. If traffic signal control is the most appropriate intersection layout for the proposal, a comparison of alternative non-signalised layouts should also be modelled to demonstrate that performance under signal control is significantly improved.
2. When modelling in Sidra, cycle time optimisation should be based on practical cycle time option.

For all submissions the following should also be considered:

1. Modelling parameters in the appropriate modelling platforms should be duly calibrated and default values should not be used without care.
2. Where existing saturation flows apply, it is expected that these are collected on-site as per the requirements set out by Main Roads.
3. When modelling in LinSig, the intersection / network should be optimised for Practical Reserve Capacity (PRC).
4. Calculation of Level of Service (LoS) in LinSig should be based on weighted average delays for individual links.
5. Calculation of LoS criteria for intersections should use average delay per vehicle in accordance with Table 6.7 in Section 6.4.5 of *Austroads Guide to Traffic Management – Part 3: Traffic Studies and Analysis*.

3.7 Modelling outputs

The modelling outputs should include, as a minimum:

1. A comparison of the different options, for all scenarios, with regards to:
 - Overall Degree of Saturation (DoS)
 - Overall Level of Service (LoS)
 - Overall weighted average delay
 - Cycle times (where appropriate)
2. Breakdown of the DoS by lane for each intersection and each model scenario

If micro-simulation modelling is undertaken, model output should be discussed with Main Roads when the scope of microsimulation works is agreed. As a guideline, the expected model output from micro-simulation models may include:

1. Total network delay per vehicle in the whole network.
2. Network throughput.
3. Travel times along key routes / movements.
4. Individual intersection performance metrics:
 - average delay per vehicle
 - traffic throughput
 - travel time
 - queues

Where requested, electronic traffic model file(s) should be provided to Main Roads for checking/auditing.

4. PERFORMANCE REQUIREMENTS

Performance is one of the key criteria (along with safety, accessibility, sustainability and others) used in a multi-criteria analysis for determining suitability of proposals. In all modelling assessments carried out in Sidra or LinSig, DoS is used as the primary performance indicator for determining the suitability of proposals with LoS also used as a secondary indicator.

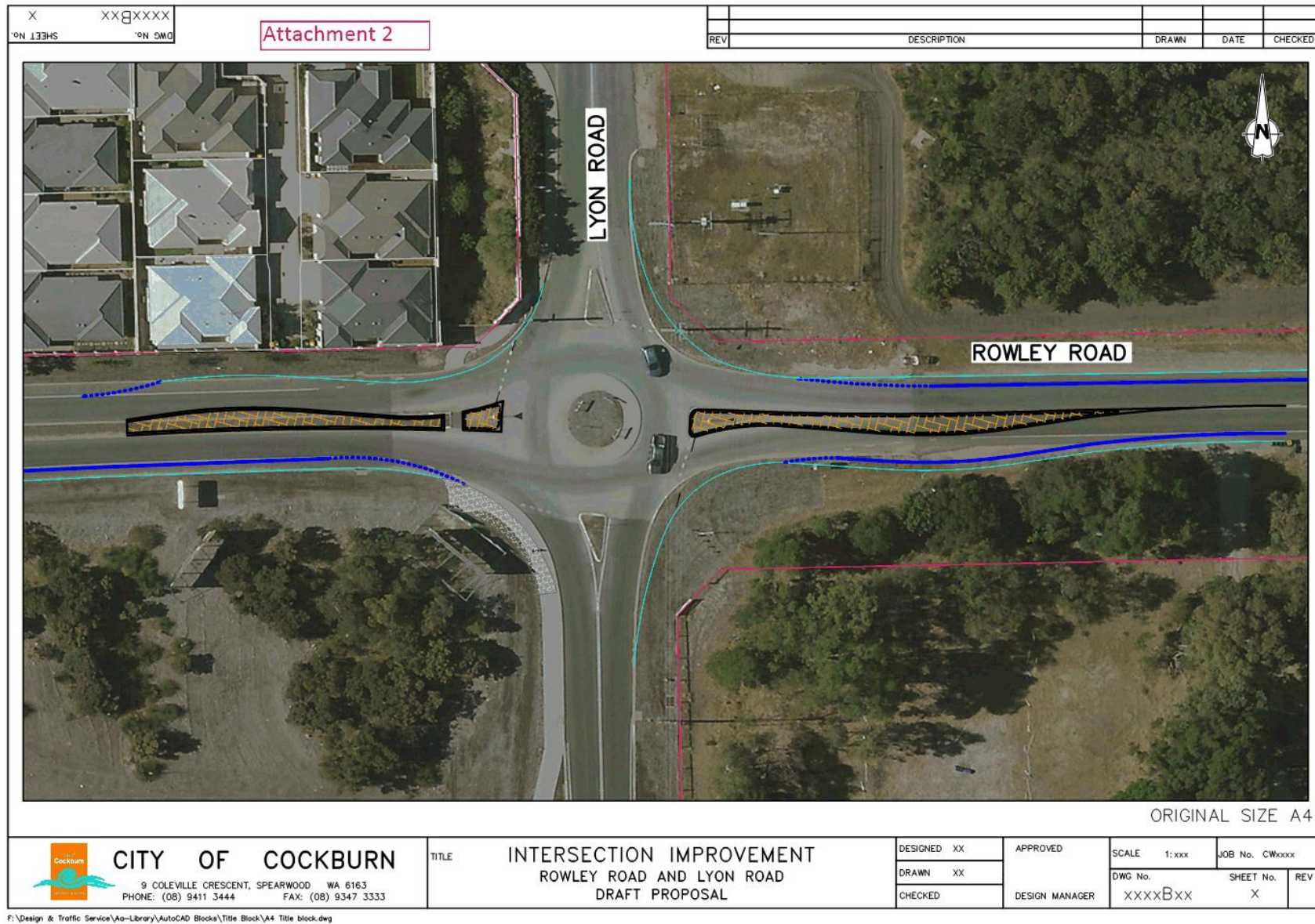
In general, Main Roads will aim to achieve the following performance levels related to DoS for the whole intersection (which is based on the worst approach) and LoS:

- | | | |
|---------------------------|-----------|------------------------------|
| 1. Opening Year: | 80% DoS | Intersection LoS D or better |
| 2. STH (i.e. five years): | 85% DoS | Intersection LoS D or better |
| 3. MTH (i.e. 10 years): | <100% DoS | Intersection LoS E or better |

The following should be noted:

1. If the study area includes a mix of state and local roads, Main Roads may tolerate higher DoS on local road links (below 100%) if the target levels are maintained on the state roads.
2. Where the study area contains existing intersections operating above the target performance levels, proposed options should ensure the performance will not be worsened.

For all new proposed intersections, deviations from the target DoS performance requirements will require robust justification and will be subject to scrutiny by Main Roads.



Summary Crash History

Attachment 3



Selection Criteria	Value
Intersection	LYON RD & ROWLEY RD & LYON RD (041497)
Date	01/01/2013 to 31/12/2017

Severity	Count	Percentage
Fatal	0	0.0%
Hospital	0	0.0%
Medical	3	12.5%
PDO Major	15	62.5%
PDO Minor	6	25.0%
Other / Unknown	0	0.0%
Total:	24	100.0%

MR Type	Count	Percentage
Involving Overtaking	0	0.0%
Involving Parking	0	0.0%
Involving Animal	0	0.0%
Involving Pedestrian	0	0.0%
Entering / Leaving Driveway	0	0.0%
Other / Unknown	24	100.0%
Total:	24	100.0%

Light Conditions	Count	Percentage
Daylight	19	79.2%
Dawn Or Dusk	3	12.5%
Dark - Street Lights On	1	4.2%
Dark - Street Lights Off	1	4.2%
Dark - Street Lights Not Provided	0	0.0%
Other / Unknown	0	0.0%
Total:	24	100.0%

Object Hit	Count	Percentage
SEC Pole	1	50.0%
Traffic Light Post	0	0.0%
Traffic Sign	0	0.0%
Commercial Sign Post	0	0.0%
Tree	0	0.0%
Other	1	50.0%
Total:	2	100.0%

Road Grade	Count	Percentage
Level	20	83.3%
Crest Of Hill	0	0.0%
Slope	3	12.5%
Other / Unknown	1	4.2%
Total:	24	100.0%

Road Alignment	Count	Percentage
Curve	5	20.8%
Straight	18	75.0%
Other / Unknown	1	4.2%
Total:	24	100.0%

Speed a Factor	Count	Percentage
Yes	1	4.2%
No	0	0.0%
Other / Unknown	23	95.8%
Total:	24	100.0%

Road Condition	Count	Percentage
Wet	7	29.2%
Dry	16	66.7%
Other / Unknown	1	4.2%
Total:	24	100.0%

MR Nature	Count	Percentage
Rear End	5	20.8%
Head On	0	0.0%
Sideswipe Opposite Dirn	0	0.0%
Sideswipe Same Dirn	0	0.0%
Right Angle	15	62.5%
Right Turn Thru	1	4.2%
Hit Pedestrian	0	0.0%
Hit Animal	0	0.0%
Hit Object	2	8.3%
Non Collision	0	0.0%
Other / Unknown	1	4.2%
Total:	24	100.0%

Crash Patterns Report

Attachment 4

Intersection: 41497 - LYON RD & ROWLEY RD & LYON RD					
Crash Grouping		RUM Codes	This Study Area (%)	Network Average	Flag
Crash Nature	Rear End	30,31,32,33,53,55,61,62	21	24	
	Head On	21,51	0	0	
	Sideswipe Opposite Dirn	23,24,25,26,34,43,50,54	0	0	
	Sideswipe Same Dirn	35,36,37,38,39,42,56,64	0	8	
	Right Angle	10,11,12,13,14,15,16,17,18,19,47,48,49	63	41	Significantly over-represented
	Right Turn Thru	22,27	4	8	
	Hit Pedestrian	01,02,03,04,05,06,07,08,09,98	0	1	
	Hit Animal	69,95	0	0	
	Hit Object	46,60,63,65,66,67,70,72,74,80,82,84,93,94	4	13	
	Non Collision	52,71,73,75,76,77,81,83,85	4	1	
	Not Known		4	4	
Lighting	Daylight		79	71	
	Dawn Or Dusk		13	5	
	Dark - Street Lights On		4	1	
	Dark - Street Lights Off		4	19	Under-represented
	Dark - Street Lights Not Provided		0	1	
	Not Known		0	3	
Grade	Level		83	71	Over-represented
	Crest Of Hill		0	18	Under-represented
	Slope		13	3	Over-represented
	Not Known		4	8	
Road Condition	Wet		29	18	Over-represented
	Dry		67	79	Under-represented
	Not Known		4	3	
Crash Severity	Fatal		0	0	
	Hospital		0	5	
	Medical		13	14	
	PDO Major		63	62	
	PDO Minor		25	19	
Alignment	Curve		21	14	
	Straight		75	72	
	Not Known		4	14	Under-represented

Note: Use the comparison of crash patterns at a selected site with network average values as a rough indicator of problems at a location. Moderate variances between the figures should not be given undue weight, as the crash population is generally very small for intersections or small roads.

In Crash Tool, a variance of less 10 is not flagged. A variance between 10 and 19 is flagged as "Under-represented" or "Over-represented". A variance of 20 or more is flagged as "Significantly under-represented" or "Significantly over-represented"

For selections of fewer than 6 crashes, Crash Tool will not provide a flag.



22.4 CAPACITY TO ADD HISTORICAL DATA INCLUDING PHOTOGRAPHIC MATERIAL TO THE CITY'S SIGNAGE

Author(s) S Seymour-Eyles

Attachments 1. Three Poppy Interpretive Historic Signs [↓](#)
2. Extract from Signage Style Guide [↓](#)

RECOMMENDATION

That Council note the report

Background

At the Ordinary Council Meeting of 14 February 2019 Councillor Michael Separovich requested the following under Matters to be Noted for Investigation Without Debate:

The City's capacity to add historical data including photographic material to the City's signage.

Submission

N/A

Report

The City's current Signage style guide (see 7.2 in the attached Style Guide) makes provision for adding one or two sentences on a park sign to give some background to the reason for a park being named after a particular person or family. This is done operationally as parks signs are routinely installed and is subject to accurate information being available.

The Signage Style Guide was briefed to Council when it was first introduced in 2016. It is an extension of the Corporate Style Guide, Writing Style Guide and Web Style Guide which are continually updated as required.

If there is history of significant interest then there is provision (see 8.1 in the attached Style Guide) for larger separate interpretive signs which can include images and more text than the standard park entry sign can accommodate.

The interpretive signs are dedicated to providing a more detailed account of points of interest such as historical or natural features. In 2018, three signs were installed across Cockburn explaining the poppies on the street signs, with each one describing an aspect of life in Cockburn during World War I and World War II.

Three interpretive signs on the boardwalk adjacent to the proposed art work at Cockburn Central West will soon be researched relating to

Aboriginal history (subject to input from the Aboriginal Reference Group).

Three further signs are proposed for 2019-20 and beyond to be installed along the coastal paths. Topics include;

- The Quarantine Station and horses in Cockburn;
- The Gun Mount – at Emplacement Crescent Park to explain the history of the coastal artillery;
- Ammunition Depot – adjacent to the entrance of John Graham Reserve to explain the history of the magazines;
- The Searchlight Battery – at Bibra Lake Reserve to explain the history of the Batteries and Banjup war memorial.

A signage master plan will also be undertaken for Manning Park before June 2019. This will include all historical signage including historical related interpretive signs.

36 smaller interpretive signs (attachment 1) relating to conflicts involving Australia are due to be installed in Cockburn Central this financial year. These are funded from developer contributions.

It should be noted that the primary focus for interpretive signage with images is at a precinct or regional level, or for areas with significance City wide.

The information on parks signage is being included as signs are replaced.

This report confirms that the City style guides provide sufficient corporate guidance for interpretive signage already underway and planned for the future across the City.

Strategic Plans/Policy Implications

Economic, Social & Environmental Responsibility

Continue to recognise and celebrate the significance of cultural, social and built heritage including local indigenous and multicultural groups.

Budget/Financial Implications

Park signs are already budgeted for at asset renewal and there is no additional cost to add the relevant information.

The cost for the interpretive signs, based on the poppy interpretive signs (attachment 1), varies but if all elements are outsourced, including project management, researching and writing, consultation, sourcing images and permission to use, graphic design, manufacture and installation, can be around \$4k per sign. There are far simpler iterations without the designed bases which cost significantly less.

Legal Implications

N/A

Community Consultation

Some interpretive signage projects emerge following community consultation. Also community groups, reference groups and individuals may be consulted on a project by project basis.

Risk Management Implications

There is no risk associated with this report as historical data with and without photographs is being regularly installed across the City.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

City of
Cockburn

wetlands to waves

Bringing in the harvest in wartime



A scarlet flash on a street sign tells the story of service to the nation by the people of Cockburn.

As you make your way around the City of Cockburn, you will notice poppies have begun to bloom on street name signs. Each of these marks the name of a Cockburn local who served in the armed forces in a war or peace keeping related activity, or a commemorative event. Behind each name is also the story of a local family, many of whose lives were forever changed by events on the other side of the world.

When World War I broke out in 1914, the area we know as the City of Cockburn was home to market gardens managed by families supplying Fremantle and Perth with fresh produce. The call to service in the 'Great War' was answered by many men from this district, and farming families rapidly found themselves having to cope without their husbands and sons.

One such family business was the Watsonia bacon factory in Spearwood, owned by well known Fremantle merchant William Watson, who was to lose two sons on the fields of

France. Sadly, his story was not unique, and the impact of the war on this district can be seen on local war memorials such as that at Banjup - which lists six dead and four wounded of the 14 men who enlisted. Nine of those 14 came from just three families. The loss and wounding of so many of their young men must have been felt very deeply in this tiny community.

Many did come home however, and they were joined by returned soldiers from other areas in farming in Cockburn. George Aberle was inspired by the vines he saw in the Mediterranean and was soon exporting his award winning grapes. Nicholas Marich, who served in the Australian Army and became the Yugoslav Consul, established vegetable gardens and played a key part in Growers' Associations. Bert Ellement sadly left a brother on the battlefields, but returned home with the nurse who cared for him and joined his family in growing onions. Imagine the veterans' sadness when only a few years after the Great War, World War II was declared, and again families farewelled members for overseas service.

During the Second World War, Cockburn's farming veterans played an important role in providing fresh fruit and vegetables and, despite being a 'reserved occupation', market garden labour was again an issue. The wider

community was called in to help, and in 1942 a dress shop in Perth sent its young women to plant 50,000 onions as part of their National Service volunteer work. The following year boys from the Fremantle Technical College brought in the carrot and swede crop for Mr Davey, whose two sons were prisoners-of-war.

War also brought food shortages, and in 1943 the Federal Government requisitioned all pigs over 100lb (45kg) for the armed forces. William Watson's factories were kept busy providing tinned sausages, ham and bacon to the armed forces, and later to the United Kingdom to help with post-war recovery.

Despite its rapid growth as an urban area, market gardens are still scattered across parts of the City of Cockburn, bringing a flavoursome reminder of the important role of this area in more difficult times past.

For a list of all the names with poppy street signs visit cockburn.wa.gov.au/poppies, or scan the adjacent QR code to be directed to the web page.



National Service volunteers planting onions in wartime.
Courtesy State Library of Western Australia: 1 - 226,551PD



Young women from a Perth dress shop came to Cockburn to plant the onion crop.
Courtesy State Library of Western Australia: 3 - 226,553PD



Commemorating the fallen with a gift to the community



Mrs Mary Maud Winfield.
Courtesy City of Cockburn



A scarlet flash on a street sign tells the story of service to the nation by the people of Cockburn.

As you make your way around the City of Cockburn, you will notice poppies have begun to bloom on street name signs. Each of these marks the name of a Cockburn local who served in the armed forces in a war or peace keeping related activity, or a commemorative event. Behind each name is also the story of a local family, many of whose lives were forever changed by events on the other side of the world.

At the end of the 1914-1918 war, families of the Cockburn area began welcoming home their sons and daughters who had served overseas, and adjusting to the loss of so many of their young men. Memorial cenotaphs were being built throughout the State, but the newly formed Hamilton Hill Association looked to build a hall in memory of those who lost their lives. The building would be used by the community for local deserving and patriotic causes. This small but highly persuasive committee, headed by Mrs Mary Maud Winfield, became the driving force in fundraising and securing important



Opening celebrations at the Memorial Hall, 1925.
Courtesy City of Cockburn

support over the ensuing years. Land and stone were acquired, the state sawmills supplied discounted timber on credit, and an honorary architect, solicitor and auditor provided their services. In February 1925 the builder, Mr Rennie of Fremantle, began work. March the same year saw the foundation stones laid amid much ceremony.

Returned servicemen of the district formed a guard of honour as the State Governor, Sir William Campion, placed the first foundation stone and Mrs Winfield laid the second stone. Families placed wreaths for their lost men to the accompaniment of the Fremantle Naval Band. The building was completed and officially opened on 19 July 1925, with the hall packed so full that people spilled outside. Again, wreaths were laid and the Last Post sounded.

The next few years saw a flurry of activity in the hall as the community worked to pay down the debt still owed. A children's fancy dress party was followed by a masquerade ball with over 200 people celebrating, tipping the funds raised over the half way point of the £2,360 needed. In December 1925 an Oriental carnival called 'A Week in Tokio' was celebrated. Japan was an ally in World War I and the hall was transformed into a Japanese street decorated with cherry blossom and wisteria, with kimono clad attendants adding

a flash of exotic colour. Outside the hall, returned servicemen ran a boxing ring to the delight of large crowds of onlookers.

The hall became an important meeting place for the growing community with regular dances, community events, agricultural shows, carnivals and film showings being held. At many of these events senior returned servicemen welcomed guests to the hall – Colonel Pope in particular spoke about how pleased he was to see so many men from his old Battalion – the 16th AIF – settled in the Cockburn district, farming and working in the area.

In October 1938, almost 20 years after the first meeting to start fundraising, the final repayment was made and a celebratory banquet held. Less than a year later, war was to break out again.

More names would be added to the list of those from Cockburn who served the nation, many of whom you will now see recognised by a red poppy street sign as you make your way through the City.

For a list of all the names with poppy street signs visit cockburn.wa.gov.au/poppies, or scan the adjacent QR code to be directed to the web page.



City of
Cockburn

wetlands to waters

Fear of invasion and the enemy within



Members of the Australian Women's Army Service (and friends) enjoying some time off from coastal defence duties in Cockburn. Courtesy Robyn and Glenys Daniels



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As you make your way around the City of Cockburn, you will notice poppies have begun to bloom on street name signs. Each of these marks the name of a Cockburn local who served in the armed forces in a war or peace keeping related activity, or a commemorative event. Behind each name is also the story of a local family, many of whose lives were forever changed by events on the other side of the world.

Many of the men who had served in World War I became active members of their local Returned Services League on their return to Australia. In Cockburn this was the Spearwood-Hamilton Hill Sub-branch, made up of returned locals and other soldier settlers who had moved into the area to farm after the war. When the Second World War broke out in 1939 the men of this Sub-branch quickly formed into a Volunteer Defence Corps (VDC).

These men were organising and training well before they were recognised as a military unit, and there are tales of training operations with broom handles, wooden guns

and farm implements until 1941, when they were officially established as No. 3 Platoon, A Company, Fremantle Battalion.

As hostilities increased, Australia began to fear the threat of invasion, and coastal defences were built around the nation. In the Cockburn area anti-aircraft guns were placed at Bibra Lake, Coogee, Jandakot, Mt Brown and Hope Valley. Searchlight stations were also installed at Bibra Lake and Woodman Point. At first these defences were manned by enlisted soldiers, but as these men were transferred to overseas duty, the job of local defence in Cockburn fell increasingly to the No. 3 Platoon.

The VDC was joined by women of the Australian Women's Army Service (AWAS), an enlisted force of young women who were trained as radio operators, signalers, searchlight operators, drivers, enemy aircraft spotters and in many other wartime occupations. Some were local women, and others were from elsewhere in Australia and posted to the coastal defences in the Cockburn area.

While local veterans and young women were playing their part in the country's defence, another group of locals found themselves suddenly under a cloud. The Cockburn area had always been a rich mix of nationalities and cultures, but in wartime people with 'enemy' heritage were often viewed with suspicion.

Unfortunately, injustices occasionally occurred. In the Great War German-born Charles Bischoff lost two sons who were serving in the Australian military, but was still sacked from his job on the wharf. He later changed his name to Bishop. In World War II it was those with Italian heritage who were singled out. In the month after Italy entered the war, as an enemy, a quarter of Italian born men in Western Australia were interned.

Many younger Italians did manage to join the VDC however, and Cockburn residents of all cultural backgrounds continued to play an important part in vital wartime food production, supplying the forces overseas and then the United Kingdom in the post war recovery years.

As you travel though the City and see street signs with red poppy symbols you'll notice that the names of those who served have a thoroughly mixed cultural heritage, a legacy which survives today in the City's rich multicultural community.

For a list of all the names with poppy street signs visit cockburn.wa.gov.au/poppies, or scan the adjacent QR code to be directed to the web page.



7.0 PARK AND AMENITY SIGNS

48

7.2 SECONDARY PARK ENTRY SIGN A

These signs will be used at carparks areas around the City of Cockburn parks. They are there to inform people about what is allowed and not allowed in the park.

Each sign includes:

- City of Cockburn colour palette
- City of Cockburn logo
- Park name
- Necessary symbols
- One or two sentences on the origin of the name and another on the Aboriginal history if relevant. The Aboriginal name of the place must be included if it exists.

DIMENSIONS

800mm (w) x 1400mm (h)

REGIONAL PARKS

Where signs are installed in a Regional park then the relevant logo should be included in the designated symbol/logo area of the sign. This requirement is relevant to all Parks signs except 7.1, 7.5 and 7.8.

ABORIGINAL REFERENCES

Nyungar - any wording on Nyungar history must be approved by the Family and Community Development Manager. At least two weeks notice must be given.



8.0 INTERPRETIVE SIGNS

59

8.1 INTERPRETIVE SIGNAGE

These signs are used at points of interest within the park or reserve. Specific locations within the park will have these signs to give you a history of the location or provide you with a heritage trail.

Each sign includes:

- City of Cockburn colour palette
- City of Cockburn logo
- Historical/locality information
- Photo, maps or walking trail as required.

DIMENSIONS

1000mm (w) x 650mm (h)

800mm (w) x 500mm (h)

600mm (w) x 400mm (h)

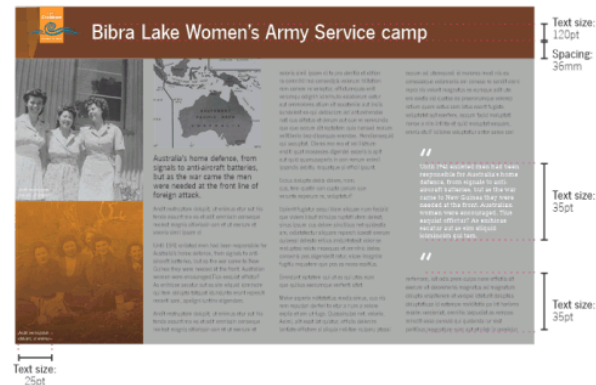
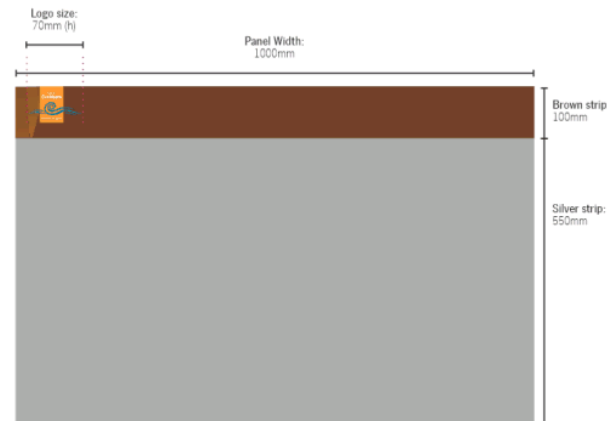
PARTNERSHIP LOGOS

Position bottom left or bottom right with appropriate clear space.

Seek approval from partner/sponsor.

ACCESSIBILITY

Consideration should be given to audio and braille options.



8.0 INTERPRETIVE SIGNS

60

8.1 INTERPRETIVE SIGN TYPES

These signs are used at points of interest within the park or reserve. Specific locations within the park will have these signs to give you more information.

Each sign includes:

- City of Cockburn colour palette
- City of Cockburn logo
- Historical/locality information
- Photo, maps or walking trail as required.

DIMENSIONS

1000mm (w) x 650mm (h)

800mm (w) x 500mm (h)

600mm (w) x 400mm (h)

PARTNERSHIP LOGOS

Position bottom left or bottom right with appropriate clear space.

Seek approval from partner/sponsor.

ACCESSIBILITY

Consideration should be given to audio and braille options.



- Type 1:**
- Sign mounted on rail
 - With base plate (Core 10/powdercoated)

- Type 2:**
- Mounted on rail
 - With base plate (Core 10/powdercoated)
 - Design motif laser cut into base plate



- Type 3:**
- Sign mounted onto posts rail
 - No base plate

22.5 FEASIBILITY OF DEVELOPING AN ADDITIONAL HERITAGE MACHINERY SHED AT AZELIA LEY MUSEUM

Author(s) D Vickery

Attachments N/A

RECOMMENDATION

That Council note the report

Background

At the Ordinary Council Meeting of 14 February 2019 Councillor Michael Separovich requested the following under Matters to be Noted for Investigation Without Debate:

That a report be prepared for a future Council meeting on the feasibility of developing an additional heritage machinery shed at the Azelia Ley museum.

The existing "Wagon House" sheds on the museum site in Manning Park were constructed around 1981 and are used to house and display heritage items including plant and machinery, donated to the Historical Society of Cockburn. These sheds are open to the public visiting the museum.

In November 2015 the City received a letter from the 'Cockburn Restoration Club' seeking the City's consideration to facilitating the setting up of that entity as a volunteer organisation at Manning Park aligned to the Cockburn Historical Society. In response officers from the City sought additional information in regard to the proposal from the clubs contact person, Mr Alex Campbell.

Information was received back from the club advising that their preferred site at Manning Park was the existing machinery shed, however they were open to alternative locations within the City noting the machinery shed was nearing capacity.

They further proposed that the old wagon house and stables be used for their restoration activities and that they would rotate the restored equipment through the displays in the machinery shed. The letter noted that communications with the Historical Society of Cockburn (which manages the site) had broken down and the City's assistance was being sought to negotiate a positive outcome in regard to their proposal.

On how their costs would be covered, they proposed to utilise for their restoration activities a portion of the \$14k funds allocated to the Historical Society annually, and that otherwise for their \$5k annual costs they would seek donations, apply for grants, conduct raffles and seek entry fee donations for organised events.

They proposed that their use of the Manning Park facilities be rent free. They also indicated that they would not be applying to be a not for profit organisation with rules and regulations but rather affiliate themselves with the Historical Society and operate under their rules and regulations.

Over June-July 2016 City officers consulted with the Cockburn Historical Society in regard to the Cockburn Restoration Club's proposal, the Society being the custodians of the Azelia Ley heritage area and buildings at Manning Park. The Historical Society advised in a detailed submission that whilst they felt a machinery restoration club had merit, they did not feel that use of the Azelia Ley wagon house and stables was an appropriate location for the club's activities, or that fully restored equipment was what they wanted to have on display. They indicated that they were not interested in having the restoration club affiliate with the Historical Society, or to utilise a portion of the Society's funding allocation.

Following the discussions with the Historical Society, City officers wrote to the Cockburn Restoration Club in August 2016 to advise: "Having considered both groups submissions the City feels that the Historical Society, who are the custodians of the Azelia Ley complex, have been successful in maintaining the site to museum standards and grown visitor numbers. The City believes the Historical Society of Cockburn should continue to solely manage the site".

Subsequently in September 2016 a meeting was held comprising Alex Campbell of the Cockburn Restoration Club, Mayor Logan Howlett and elected members Carol Reeve Fowlkes, Phil Eva, Kevin Allen and Lyndsay Wetton and a number of Council officers.

Following that meeting, in November 2016 the Arts and Cultural Coordinator provided an informal elected members meeting presentation advising details of the Historical Society of Cockburn's make up, projects and funding sources and their management of the site and visitation through the museum. The Elected Members were satisfied with the running of the Museum based on the information provided and no further action was to be taken in regards to the restoration society.

Submission

N/A

Report

The Azelia Ley Museum heritage site at Manning Park is very constrained in regard to accommodating additional buildings. The slope of the land, presence of the historical buildings, mature trees and proximity to bushland and the aesthetics of the existing features would

make siting a new building of size in that area very problematic and expensive.

Additionally the existing museum buildings and their contents are a showcase drawcard for public visitation, adding to the multiple attractions of Manning Park and the benefit to the City and its community. If a new shed was proposed just to house machinery, or to undertake restoration of machinery, and not add to the visitation attraction of the area, and indeed potentially detract from it, then it would likely be considered incompatible with the aims for that precinct.

After extensive consultation, the Manning Park Master Plan was developed and endorsed by Council on 13 September 2018. Manning Park contains a number of heritage buildings or buildings that contain historical artefacts including the Azelia Ley Homestead, the old stables and wagon house which is also used as an education room for school groups, another shelter which houses some other historical machinery and the Davilak ruins.

During the consultation phase of the Master Plan development, a submission was received from the Cockburn Restoration Club proposing that the group move from the Men's Shed at Wattleup to Manning Park. The consultants developing the plan then met with three members of the group with the result being the following summarised comments.

- The original Davilak Homestead is in a suburban area now and has not been preserved
- Restoration Club needs a long term location. They restore machines from the area.
- Requirements would be a 15 X 15 shed and a yard
- Currently in an old fire brigade shed in Wattleup
- Councillors are supportive
- Would like to be more involved in events like Heritage Day
- Davilak Ruins – Would like to see them developed, interpreted and preserved. Oldest buildings in Cockburn
- Would like to see more room for community groups to be involved on site.

There is no indication of where in Manning Park the Restoration Club would like to relocate to but it would likely be in the same area as per previous requests.

Discussions with the Historical Society reaffirmed that they would still not be supportive of the Restoration Club relocating to Manning Park, particularly in the area close to the Azelia Ley Museum. The reason given is as follows:

- The Historical Society feel that a 'Restoration Club has merit but would be more closely aligned with a vintage machinery restoration club with like-minded views but not in a museum setting where the emphasis is on leaving items as they are or conserving their current state to preserve their authenticity not to repair and alter the object from its original condition. Perhaps the Restoration Club could operate out of the Old Jandakot School building site thus giving heritage a boost on the eastern site of the City.'

During the consultation process this was the only request for an additional shed in Manning Park parkland area. Manning Park is already considerably constrained for space and the majority of those consulted wanted the parkland area to be left as it is and be a focus for passive recreation, walk trails, exercise precincts and a mountain bike pump track.

Locating an additional shed in these areas would not be appropriate, and most especially not for machinery restoration, due to concerns around noise, amenity, fumes and dust. Any site would also need to take into consideration proximity to existing bushland and the risks of bushfire especially if the shed was to contain flammable liquids which are generally required when restoring old machinery.

A number of actions are identified in the Manning Park Master Plan for delivery over a 10 year time frame commencing in the financial year 2020/21. One of the actions identified in the plan is Action 5 which recommends the creation of a feature precinct which would define, establish and protect the Azelia Ley Precinct. Specifically the proposed actions are as follows:

ACTION 5:

The establishment and protection of the Azelia Ley Homestead Feature Precinct will:

- Protect the visual and spatial integrity of the Azelia Ley Homestead and surrounding gardens.
- Ensure strong connection with the Lake.
- Improve the ability of the area to cater for 'market' and 'village' style events.
- Prioritise the Azelia Ley Homestead as the 'central hub' of the park.

Delivery Actions:

- A design consultant will be engaged to design a Precinct Plan specifically for the Azelia Ley precinct
- This Precinct Plan will be within the parameters of and aligned with the vision of the Manning Park Master Plan, and will respond to previous works and strategies proposed for this site.
- This Feature Precinct, calls for a considered and detailed design approach. This may require key custom items, outside uniform items prescribed elsewhere in this Master Plan.

Development of the Precinct Plan is flagged for the 2024/2025 financial year with the outcomes delivered in the following years 2027 to 2030. It is envisaged the detailed design of the Future Precinct Plan would entail consultation with stakeholders and if any additional buildings on the site were identified in that process as being required, be they for storage or restoration or any other purpose potentially fitting with the intent for the precinct, this would be considered in the formulation of the Plan. Additional considerations if new building were being proposed would be required size, suitable location and expected cost and possible funding sources.

For any current desire of the Cockburn Restoration Club for premises to carry out their restoration activities, it is suggested that other areas outside Manning Park are looked into by the Cockburn Restoration Club to undertake restoration activities. A site within a light industrial area would appear to be more suitable for their activities and they can showcase their work at various events on arrangement with the organisers.

In summary:

- a) There is no currently identified call for an additional shed to be built within the Azelia Ley Heritage Precinct, other than from the Cockburn Restoration Club and which has not been supported by the City or the Historical Society of Cockburn;
- b) Constructing an additional machinery shed on that site would be very problematic and expensive to address the topography, proximity to bushland and heritage building, and aesthetic considerations.
- c) Unless the shed served a purpose that enhanced visitation to the area it risks being a detractor to the attraction of the site, particularly if closed to the public.
- d) The Manning Park Master Plan consultation has had outcomes that indicate the community is seeking recreational uses of the wider Manning Park and positioning a shed within those areas would not fit with those uses.
- e) Action 5 of the Manning Park Master Plan, being concerning the Azelia Ley Museum Precinct, entails the development of a Azelia Ley Precinct Plan commencing in 2024/25 and this will provide an opportunity to revisit the whole site and any call at that time for new additional structures.
- f) In regard to the Cockburn Restoration Club, it is felt their activities would be better sited elsewhere than in Manning Park.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

Create and maintain recreational, social and sports facilities and regional open space.

Provide for community facilities and infrastructure in a planned and sustainable manner.

Economic, Social & Environmental Responsibility

Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health.

Leading & Listening

Provide for community and civic infrastructure in a planned and sustainable manner, including administration, operations and waste management.

Budget/Financial Implications

There is no budget funding allocated in the current financial year for planning, designing or constructing a new shed at Azelia Ley. The cost of constructing and fitting out any shed of size in that location including earthworks and drainage and access would be not less than \$0.5M.

No possible grant opportunities have been researched or identified that might cover a part of that cost. Any new building on the City's asset base unless leased out also would entail annual operation, maintenance and depreciation costs drawing on Council funds.

Legal Implications

The use of any machinery shed by an entity such as the Cockburn Restoration Club which is currently not an incorporated or registered not for profit organisation would be an issue for the City in regard to legal liability matters, particularly if hazardous products are housed or hazardous activities are carried out on the site.

Community Consultation

Consultation has been had with the Historical Society of Cockburn only to date.

Risk Management Implications

As noted above, the major risks are:

- a) Negatively impacting on the attractions of the Azelia Ley Historical Precinct;
- b) Significant financial cost for the City with no identified funding source(s) at this time for the construction or annual maintenance and operations;
- c) Use of the facility by an unincorporated, unaffiliated and unregistered entity that would introduce legal liability on the City.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

23. CONFIDENTIAL BUSINESS

Nil

24. RESOLUTION OF COMPLIANCE

RECOMMENDATION

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

25. CLOSURE OF MEETING